

Vacation Policy

Paid vacations are available to those employees who worked 1,365 hours during the previous benefit year and are expected by the College to do so during the year in which the vacation request is made. New employees hired on the basis of working less than 1,365 hours per benefit year will not be permitted to take paid vacations until the College, at its discretion, estimates they will work 1,365 hours during the year in which the vacation request is made. Employees whom the College, at its discretion, estimates will work more than 1,365 hours, but less than full-time in the year in which the vacation request is made, will be awarded vacation time on a pro-rated basis using 2,080 hours as the normal full-time standard.

Eligible employees accrue paid vacation time up to a maximum of 80 hours (2 weeks) during each of their first five years of service according to the following formula: 1 vacation hour per 26 hours of work. After five years of service, employees shall be awarded vacation time on the basis of 1 hour per 17.33 hours of work (three weeks/maximum 120 hours per year). After 15 years of service, employees shall be awarded vacation time on the accrued basis of 1 hour per 13 hours of work (4 weeks/maximum 160 hours per year). Vacation may not be taken or vacation pay received until the requirements of the formula are met.

Should an employee select a week for vacation in which a paid holiday falls, a replacement day of paid time off will be granted. Employees working only during the academic year must take their vacation time during the period of their assignment. Except as expressly provided otherwise in the Handbook or in writing by the Director of Human Resources, vacation pay will not be awarded in lieu of approved vacation time actually being taken.

In order to better plan vacation schedules, each employee is required to submit his or her choice of vacation time to his or her supervisor for approval. Up to a maximum of 160 hours of unused accrued vacation time will be paid to the employee upon separation from employment.