

Vacation Accrual Policy

Vacation, holiday and other leaves for professional employees are subject to the provisions of the negotiated agreement between the college and the Professional Educators’ Association.

1. Vacation

(revised 9/08, 6/9/16, 7/2/18, 12/11/18, 8/11/22)

Full-time employees are entitled to vacation hours based upon employment classification and years of service. All vacations must receive prior approval from the employee’s immediate supervisor, and the employee must complete an absence report. Vacation hours will be accrued monthly. An employee’s available vacation hours cannot exceed the appropriate total in the chart below. No additional hours will accrue.

	Maximum Vacation Bank Hours (days)			
	<u>1-5 yrs</u>	<u>6-10 yrs</u>	<u>11-15 yrs</u>	<u>16+ yrs</u>
Clerical/Maintenance	160(20)	240(30)	320(40)	400(50)
Management Support	160(20)	240(30)	320(40)	400(50)
Administrator	320(40)	336(42)	368(46)	400(50)
Senior Administrator	320(40)	352(44))	400(50)	400(50)
Executive Administrator	320(40)	400(50)	480(60)	480(60)

Years of service designated refer to a complete employment year. An employment year is defined as a twelve-month period beginning on the employee’s Board approved employment start date. Vacation hours are non-working hours.

	Schedule of Vacation Hours – Monthly Accrual Rate			
	<u>1-5 yrs</u>	<u>6-10 yrs</u>	<u>11-15 yrs</u>	<u>16+ yrs</u>
Clerical/Maintenance	6.00	9.00	12.00	15.00
Management Support	6.00	9.00	12.00	15.00
Administrator	12.00	12.60	13.80	15.00
Senior Administrator	12.00	13.20	15.00	15.00
Executive Administrator	12.00	15.00	18.00	18.00

Permanent part-time employees’ vacation is prorated based on their contracted work hours.

This policy effective July 1, 2022.

Beginning August 8, 2022 the College began a 36-hour work week until further notice for all full time employees and all vacation hour accrual rates were adjusted downward by 10% to reflect this change. The total hours that can be “banked” was not adjusted.