



Policy Type: Human Resources  
Policy Title: Vacations  
Policy Number: 2.3.5  
Office Responsible: Human Resources

**Policy Statement**

**A. Officers and Administrators**

1. Full-time Officers and Administrators shall be entitled to annual vacation allowances at the rate of two days per month up to a total of twenty-four days per year. Vacation accrued but not taken may be carried forward to the next contract period to a maximum of forty-eight days.

Time Exception Reports shall be submitted for approval prior to taking vacation.

a. Effect of Employment as a Faculty Member

Officers or Administrators who have received approval from the Chancellor to terminate their administrative positions during the course of an academic year in order to become members of the faculty will receive compensation for all the earned vacation days in their accumulated banks prior to employment as faculty members at their regular pay rate.

**B. Management Staff**

Full-time Management Staff shall be entitled to annual vacation allowances at the following rates:

<u>Period of Employment</u>	<u>Vacation Allowance</u>
0 through 12 months	One day per month, not to exceed 10 days
12 mos. through 60 mos.	1-1/2 days per month to a maximum of 18 days
61 <sup>st</sup> month and above	Two days per month to a maximum of 24 days

The date of initial employment or hire with the College shall be used for computation purposes. Vacation accrued but not taken may be carried forward to the next contract period to a maximum of forty-eight days.

**C. Termination**

In the event that employment is terminated, either voluntarily or involuntarily, the Officers, Administrators, or Management Staff shall receive compensation in cash at their annual salary rates for any accrued and unused vacation days to a maximum of twenty-four days. Any additional vacation days which the Officers, Administrators, or Management Staff may have accrued beyond the twenty-four days must be taken between the date of notification of termination and the date upon which the termination becomes effective. If it is impossible for any reason to take or use all of said vacation days, unused days shall be forfeited.

In the event that employment is terminated, either voluntarily or involuntarily, and the Officers, Administrators, or Management Staff have used vacation days in excess of those earned, the overpayment shall be deducted from their salary checks at their current contractual salary rates.

**D. Death**

In the event that Officers, Administrators, or Management Staff of the College should die while actively employed, the College shall compensate the estate in an amount equal to the number of earned vacation days in the deceased's accumulated banks at the time of death.

**Change Log**

06-21-11      Revised