



ADMINISTRATIVE POLICY

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VACATION

- Regular full-time employees assigned to work 40 hours per week for 12 months shall accumulate vacation (a day of vacation is equal to eight (8) hours) based on continuous employment as follows:

	<u>Length of Service</u>	<u>Accrual Rate</u>
Administrative:	1st year and continuing thereafter	20 days/year (13.33 hours/mo)
Professional:	0-3 years	15 days/year (10 hours/mo)
	4 years or more	20 days/year (13.33 hours/mo)
Classified:	0-3 years	10 days/year (6.66 hours/mo)
	4-10 years	15 days/year (10 hours/mo)
	11 years or more	20 days/year (13.33 hours/mo)

- Part-time employees working 12 months with an FTE of .50 or more shall accrue vacation leave on a prorated basis.
- Employees scheduled to work less than 12 months and employees working less than .50 FTE do not earn or accrue vacation time.
- Temporary employees, including student assistants, do not earn or accrue vacation time.
- Vacation accrual will be on a monthly basis. The vacation year is from July 1

through June 30 of the following year. In determining the accrual of vacation time, the fifteenth (15th) day of the month will be considered vesting date.

- a. An eligible employee beginning on or before the fifteenth (15th) day of the month will be granted accrual for that month and an employee beginning after the fifteenth (15th) day will not.
 - b. An employee separating from employment on or after the fifteenth (15th) day of the month will be granted accrual for that month and an employee separating before the fifteenth (15th) day will not.
6. Vacation time will not accrue for any month that an individual is not working at least half of the month due to leave without pay due to disciplinary action, exhausted leave time, or Family Medical Leave.
 7. Except for unforeseen emergencies, vacation time should be scheduled as far in advance as possible. Such a request must be approved by the immediate supervisor. Consideration will be given to all requests for vacation time and the employees' preference will be respected wherever practical. However, the immediate supervisor reserves the right to finally approve vacation scheduling.
 8. Leave must be submitted in fifteen (15) minute increments.
 9. As a rule, vacation time should be taken only after it has been earned. However, this should not preclude a reasonable degree of flexibility if particular circumstances warrant it. For example, if an employee wishes to "borrow" one or two vacation days that have not yet been earned. This could be permitted with the immediate supervisor's approval. A maximum of five (5) borrowed days will be allowed. Should employment terminate before the "borrowed" day(s) are earned, the time must be paid back and will be deducted from the employee's final paycheck.
 10. When an employee changes from temporary full-time employment to regular full-time employment status with no break in service, length of service for vacation accruals shall be the employee's original hire date.
 11. Regular part-time employees who accrue vacation time and change to regular full-time employment status with no break in service, length of service for vacation accruals shall be the employee's original hire date.
 12. Employees who transfer from one department within the institution to another will bring their accumulated vacation to their new department. It is the responsibility of the receiving department to provide funds for the transferred employee's vacation when it is used.

13. Maximum accumulated vacation leave which can be carried over from year to year is five (5) days. Any vacation time accrued but not used beyond the maximum five (5) day allowance must be used prior to going on break in December. Upon returning from break, each employee's leave record will be adjusted to show no more than a maximum of five (5) days of allowed carryover vacation. However, if a staff member is asked to forgo some or all of the accrued vacation because of the work requirements of the department, earned vacation time not to exceed an additional five (5) days can be added to the total accrual. This additional five (5) days may be permitted only upon written request and approval of the Vice President, Director of Athletics, or Chief Information Officer, or President prior to December 15. The time carried forward must be taken within the next twelve (12) month period.
14. In the event of resignation/termination, retirement or death, accrued unused vacation time shall be paid to the employee or beneficiary as long as the employee has a minimum of three (3) years of continuous service at PCC. The maximum amount of unused vacation time paid will be the employees' annual leave allowance based on continuous employment plus, if applicable, any unused days from the automatic and approved carryover allowance (not to exceed 10 days).

Revision Dates: 07-02-2024, 04-28-2023, 06-18-2019, 02-20-18, 09-15-2015, 01-05-2010, 03-29-2005.