

**3354:1-41-02.2 Vacation time for full-time non-bargaining employees procedure.**

- (A) Full-time employees accrue vacation on a monthly basis according to the schedules below, beginning with their date of full-time hire.

Employees “length of service” shall include: employment periods where an employee’s employment with the College was terminated for a time period of less than one calendar year and the employee is subsequently reemployed by the College within one year.

- (1) Full-time, non-exempt, non-bargaining employees:

Length of service as of June 30	Monthly accrual rate	Annual total
One month to 5 years	.83 days	10 days
6 years	1.0 days	12 days
7 years	1.08 days	13 days
8 years to 14 years	1.25 days	15 days
15 years or more	1.67 days	20 days

- (2) Full-time, exempt, non-bargaining employees:

Length of service as of June 30	Monthly accrual rate	Annual total
One month to 5 years	1.25 days	15 days
6 years	1.42 days	17 days
7 years	1.50 days	18 days
8 years or more	1.67 days	20 days

- (3) Full-time, non-bargaining, administrators and professional employees:

- (a) Twenty days of vacation are granted on the first day of the fiscal year. It is then earned (after the grant) at the rate of 1.67 days per month of service. If such an employee is hired during the fiscal year, the initial vacation grant will be prorated according to the number of months worked.
- (b) If an employee leaves the employment of the College prior to the completion of the fiscal year, vacation taken in excess of vacation accrued will be deducted from the final paycheck.

- (B) An individual must be employed on the 15<sup>th</sup> of the month in order to receive prorated vacation time for that month.
- (C) Vacation leave requires approval of the employee's supervisor.
- (D) Carrying forward unused vacation time:
  - (1) With the exception of fiscal year 2020 as explained in section D (2) of this procedure, all full-time non-bargaining employees may carry forward a maximum of forty-five unused vacation days into the new fiscal year. Employees at the maximum forty-five-day limit at fiscal year-end will continue to accrue vacation at the normal rate throughout the next fiscal year.
  - (2) Due to the coronavirus (COVID-19) pandemic that occurred during fiscal year 2020, all full-time non-bargaining employees may carry forward a maximum of fifty-five unused vacation days from fiscal year 2020 into the new fiscal year 2021. Employees at the maximum fifty-five-day limit at the end of fiscal year 2020 will continue to accrue vacation at the normal rate throughout the fiscal year 2021.
  - (3) Vacation conversion program:

Employees may choose to purchase or receive a payout for one (1) week of vacation time once per calendar year by completing the Request for Vacation Purchase – Payout Form. Request Forms must be received by the established deadline each year. Leave balance adjustments and applicable payouts will be processed on the last pay date in December each year. One (1) week is defined as 37.5 or 40 hours depending on the employee type and required work hours per week.

Only one request form, purchase or payout, can be submitted per year and once submitted, is irrevocable.

Employees choosing to purchase one (1) week of vacation leave are authorizing the College to advance such leave, to be repaid by deducting the one (1) week of vacation leave in five (5) equal amounts through payroll deduction starting in January following receipt of the advance.

Employees choosing a payout must have earned at least one (1) week (37.5 or 40 hours as applicable) within the current calendar year as well as maintain a minimum vacation leave balance of at least one (1) week (37.5 or 40 hours as applicable) after payout.

Previous year vacation balances are not eligible for payout. The one (1) week of vacation paid out is pension creditable through OPERS and is not pension creditable through STRS. Additionally, any applicable taxes and/or deductions will be withheld.

For employees separating from the College wishing to receive a payout, separation date must occur in the month of the leave payout.

- (E) Any vacation balance up to thirty days will be paid out at the time the employee leaves the full-time employ of the College, or permanently transfers to a faculty position.
- (F) Vacation may not be used during the last two weeks of employment in lieu of or in part of notification.
- (G) The President or the President's designee shall take all steps necessary and appropriate for the effective implementation of this procedure.

Effective date: October 1, 2023

Prior effective dates: April 15, 2020, September 1, 2016, August 28, 2014

Procedure amplifies: 3354-1-41-02