



Board Procedure 400.19: Vacations for Non-Faculty Employees Personnel

Vacation days are granted only when mutually agreed upon with the supervisor. Non-exempt employees may request vacation in 15-minute increments. Exempt employees may request vacation in one-hour increments. The only vacation leave a person may take is what is credited at the time they take vacation.

Rate Earned

Exempt non-faculty employees will accrue vacation based on the following table:

Table 1. Rate of Vacation Hours Accrued for Exempt Non-Faculty Employees

Years of Service	Per Pay Period Hours	Annual Hours
1 to 2 Years	6.77	176.00
3 to 4 Years	7.23	188.00
5 to 6 Years	7.69	200.00
7 to 8 Years	8.15	212.00
9 to 10 Years	8.62	224.00
11 Years and over	9.23	240.00

Non-exempt non-faculty employees will accrue vacation based on the following table:

Table 2. Rate of Vacation Hours Accrued for Non-Exempt Non-Faculty Employees

Years of Service	Per Pay Period Hours	Annual Hours
1 to 2 Years	4.92	128.00
3 to 4 Years	6.15	160.00
5 to 6 Years	7.69	200.00
7 to 8 Years	8.15	212.00
9 to 10 Years	8.62	224.00
11 Years and over	9.23	240.00

The amount of leave an employee has earned is indicated on the employee's payroll voucher and can also be found in the Paycor system after logging in.

Accrual of Vacation Leave

Movement to the next level of accrual will occur on the payroll date following the employee's anniversary of their hire date.

A maximum of 160 hours leave may be carried into a new fiscal year. All excess leave will be deleted.

Other

Legal holidays and extended holidays approved by the Board of Directors will not count as days of vacation leave taken. Any variations must be approved in advance in writing by the President.

If the continuity of an individual's employment is broken for a reason other than reduction in force, the accrual will start again as for a new, first-time employee.

Personal Time - Faculty

Benefit-eligible faculty will be allowed a total of sixteen (16) hours per year for paid personal leave, which may be carried forward from year to year to a maximum accumulation of thirty-two (32) hours in any one fiscal year.

To ensure adequate staffing, any faculty member desiring personal leave shall submit a request to their supervisor at least three (3) days in advance of the requested leave day. In the case of an emergency, permission for such leave may be sought in person or by phone with the written statement presented to the supervisor upon the employee's return. Leave for such requested reasons are contingent upon the supervisor's approval prior to taking it. Personal leave may be taken in one hour increments. Personal leave may be taken for the purpose of extending a holiday or vacation. No more than two (2) consecutive days of personal leave can be taken at any one time. Personal days may not be used to miss scheduled workshop days except in an emergency.

Upon resignation or termination of the employee's contract, the employee shall be paid an amount of the employee's regular per diem salary for each day of accumulated personal leave. Accrued personal days will be paid up to the maximum of 32 hours.

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Legal Reference
None

Related Administrative Rules and Regulations
None

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July 12, 2023; April 10, 2019; November 8, 2017; November 9, 2011; August 13, 2003; June 11, 2003; November 8, 1999; July 1, 1998; October 15, 1997; August 20, 1997; October 14, 1992

Formerly Board Procedure 434