

Section: LEAVE
Subject: Vacation Leave
Procedure: HR 3705

I. Institutional Regulations

- A. Regular 9 Month and 12 Month Teaching Faculty shall be ineligible for Vacation Leave.
- B. All other Regular full-time employees shall be granted Vacation Leave as follows:
 - 1. 12 Month Counselors and Librarians shall be granted 25 days (200 hours) of Vacation Leave per fiscal year.
 - 2. 9 Month Counselors and Librarians, Administrative/Professional and IES Administrative/Professional employees shall be granted 20 days (160 hours) of Vacation Leave per fiscal year.
 - 3. Support Staff, Confidential Clerical, IES Administrative Support and Trail Point Support employees with 5 or less years of service shall be granted 15 days (120 hours) of Vacation Leave per fiscal year; with more than 5 years of service they shall be granted 20 days (160 hours) per fiscal year.
- C. All other Regular part-time employees shall be granted a prorated share of Vacation Leave based upon their FTE. Because Regular part-time employees working student or faculty contact day schedules are needed at work on all assigned workdays, they shall have their Vacation Leave converted to pay.

II. Procedure

- A. Vacation Leave Accrual
 - 1. Full-time 12 Month Counselors and Librarians shall accrue Vacation Leave at the rate of 16.67 hours per month.
 - 2. Full-time 9 Month Counselors and Librarians shall accrue at the rate of 13.33 hours per month over 12 months.
 - 3. Administrative/Professional, and IES Administrative/Professional employees shall accrue Vacation Leave at the rate of 13.33 hours per month.
 - 4. Full-time Support Staff, Confidential Clerical, IES Administrative Support, and Trail Point Support employees with 5 or less years of service shall accrue Vacation Leave at the rate of 10.00 hours per month; with more than 5 years of service they shall accrue at the rate of 13.33 hours per month.
 - 5. Vacation Leave shall accrue in any month in which the employee began employment on or before the 15th day of the month or terminated employment after the 15th day of the month.
 - 6. Vacation Leave shall not accrue in any month in which an employee is on a Leave Without Pay (LWOP) for ½ of the month or more (i.e. from the 15th of the month on or through the 15th of the month). If the employee goes on a Leave Without Pay and returns in the same month, Vacation Leave shall not accrue if the employee is on LWOP during 10 or more work days in the month.
 - 7. A maximum of one fiscal year's accumulated Vacation Leave may be carried over from one fiscal year to the next. Any Vacation Leave in excess of one year shall be forfeited on June 30.

B. Vacation Leave Usage

1. Vacation Leave may only be used to the extent that it has been accrued.
2. Newly hired Support Staff, Confidential Clerical, and IES Administrative Support employees may not use Vacation Leave until after they have completed 90 calendar days of their probationary period.
3. Vacation Leave must be used in half or full day increments.

C. Vacation Leave Approval

1. An employee who wishes to use Vacation Leave must request permission from the immediate supervisor as far in advance as possible. The employee shall request prior approval according to procedures established by the supervisor. Vacation usage shall be reported on Employee Web,
2. A supervisor may verbally approve Vacation Leave for an employee who calls in the day of the absence if there are extenuating circumstances. If the supervisor determines that the circumstances do not warrant an exception to receiving prior approval, the employee may be:
 - a. Directed to return to work;
 - b. Considered to be on an unauthorized absence;
 - c. Placed on non-pay status;
 - d. Subject to disciplinary action.

D. Vacation Pay for Student/Faculty Contact Day Employees

1. For Support Staff who work only Fall and Spring Semesters or for Support Staff who work Fall, Spring, and Summer Semesters, vacation shall be paid two or three times annually, based on the employee's work schedule.
2. For Professional employees, Vacation shall be paid in equal installments each pay day of the fiscal year.

E. Upon Termination of Employment:

1. Unused Vacation Leave (up to a maximum of one year's accumulation) shall be paid to the employee in a lump sum.
2. The employee's accumulated leave shall be based on his/her last day at work.
3. An employee terminating from a Specially Funded position shall receive pay for his/her Vacation Leave only if remaining funds are available from the position's specific funding source.

APPROVED:



Executive Director, Human Resources

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