

STAFF VACATION POLICY

Policy Number:

Owner Department: Human Resources

Approved Date/Effective Date: April 24, 2017

I. POLICY STATEMENT/PURPOSE

SCNM encourages Staff to use their vacation allotment as time away from work to rest, relax and renew themselves. Employees are encouraged to submit vacation requests early in the year so that vacation schedules can be established in each department. Vacation time must be approved by the supervisor in advance and requests are submitted through SCNM's Time & Attendance System.

II. POLICY STATUS

Revised. Replaces "Holidays Observed and Vacation Policy".

III. DEFINITION(S)

- A. Staff: Team members having a regular, non-temporary budgeted position
- B. Full Time: regularly scheduled workweek of 40 hours (2080 hours per year).
- C. Part Time: regularly scheduled workweek of less than 40 hours. (< 2080 per year)
- D. Exempt: Staff who are exempt from the Fair Labor Standards Act and are not eligible to receive overtime pay for hour worked in excess of 40 hours per workweek.
- E. Non-Exempt: Staff who are not exempt under the Fair Labor Standards Act and are eligible to be paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek
- F. Seniority Date: Date of continuous full-time employment status

IV. SCOPE/KEY STAKEHOLDERS

All regular full time Staff scheduled to work 2080 hours per year are eligible for vacation. Part time Staff are not eligible for vacation.

V. POLICY ITEMS

A. Vacation Guidelines

Eligible Staff are awarded vacation hours each year at the beginning of the fiscal year on October 1st based on their seniority date with SCNM in accordance with an accrual schedule outlined herein. Staff may draw against the entire balance credited to their account (based on the award schedule) in October with the stipulation that any vacation taken but not earned prior to separation will be deducted from the employee's last paycheck.

Vacation is earned each pay period based on regular hours worked in connection with eligible full time positions in accordance with the accrual schedule and criteria outlined below.

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Staff earn vacation for scheduled hours when absent from work in connection with: vacation, paid leave of absence, bereavement leave, sick leave and jury duty. Staff do not earn vacation for scheduled hours when absent from work in connection with: excused or unexcused absences without pay, including unpaid leaves of absence; salary continuation for short-term disability; worker's compensation leaves; or long-term disability leaves.

VACATION ACCRUAL SCHEDULE (based on continuous full-time service)

Years of Service	Per Pay Period	Days Per Year	Hours Per Year
Up to 1 year	3.076	10	80
1 year to 5 years	4.923	16	128
After 5 years	6.461	21	168
After 10 years	8.00	26	208

Full Time Staff will accrue but are not eligible to take vacation for the first 90 days of employment. Vacation will be awarded and available to use only after the 90 day period is complete. Full Time Staff hired after October 1st will be advanced a pro-rated vacation balance at the time of hire based on the number of pay periods remaining in the fiscal year.

B. Vacation Carry Forward Limits

Limits are imposed on the amount of vacation that can be carried forward from one fiscal year to the next. At the end of the fiscal year, unused account balances up to 40 hours or (5) days will be carried forward to the next fiscal year. Staff whose vacation account balance exceed their carry forward limit at the end of the fiscal year will forfeit all hours in excess of this limit. Staff should take care to ensure that vacation hours in excess of their carry forward limits are exhausted by the end of the fiscal year to avoid any forfeiture of vacation.

C. Separation from the College

Staff may not use vacation time in lieu of notice of resignation. The last day actually worked will be considered the date of separation from the College. Upon termination of employment, full time Staff will be paid for any vacation earned but not taken, up to the vacation payout limits below.

VACATION PAYOUT MAXIMUM LIMITS

Years of Service	Maximum Payout (Days)	Maximum Payout (Hours)
< 90 days	0 days	0 hours
90 days to 1 year	10 days	80 hours
After 1 year	21 days	168 hours
After 5 Years	26 days	208 hours
After 10 Years	31 days	248 hours

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D. Increments of Use

Exempt Staff must take vacation in 4-hour increments; non-exempt Employees must take vacation in hourly increments.

VI. RESPONSIBILITY FOR IMPLEMENTATION

Office of Human Resources

VII. RELATED DOCUMENTS

[Employee Handbook](#)

VIII. NEXT REVIEW DATE

Annually in April

IX. VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1	President's Council	January 1, 2012	Faculty included in this policy
2	President's Council	January 1, 2012	Faculty/Employees language identified separately in this policy
3	President's Council	April 24, 2017	Faculty removed from this policy; changed to Fiscal Year; additional tier for year 1 of employment

X. POLICY AUTHOR/CONTACT

Office of Human Resources