

# **FACULTY VACATION POLICY**

Policy Number:

Owner Department: Human Resources

Effective Date: 12/18/2019

Approved By: President's Council

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## **I. POLICY STATEMENT**

SCNM encourages Faculty 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 Vacation Policy Faculty – 8/23/2017

## **III. DEFINITION(S)**

Faculty: Didactic and Clinical team members having a regular, non-temporary budgeted position

Full Time: regularly scheduled workweek of 40 hours (2080 hours per year).

Part Time: regularly scheduled workweek of less than 40 hours. (> 2080 per year)

## **IV. PURPOSE**

To outline SCNM's vacation policy.

## **V. SCOPE/KEY STAKEHOLDERS**

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

## **VI. POLICY ITEMS**

### **A. Vacation Guidelines - Faculty**

Eligible Faculty are awarded vacation hours each year at the beginning of the fiscal year on October 1<sup>st</sup> based on their tenure with SCNM in accordance with an accrual schedule outlined herein. Faculty may draw against the balance credited to their account (based on the award schedule) 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.

Faculty earn vacation for scheduled hours when absent from work in connection with: vacation, paid leave of absence, bereavement leave, sick leave and jury duty. Faculty 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.

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

Eligible Faculty begin to accrue vacation time from date of hire and may begin to use accrued time as it is earned.

Eligible faculty are awarded vacation hours based on their years of service with SCNM in accordance with an accrual schedule outlined herein. Vacation accrues as follows:

<b>Years of Service</b>	<b>Days Per Year</b>	<b>Days Per Year</b>	<b>Hours Per Year</b>
Up to 1 year	10	10	80
1 to 5 years	16	16	128
After 5 years	21	21	168
After 10 years	26	26	208

### **B. Vacation Carry Forward Limits – Faculty**

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. Faculty 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. Faculty 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**

The last day actually worked will be considered the date of separation from the College. Upon termination of employment, up to a maximum of 40 hours of accrued, unused vacation will be paid to full time faculty.

### **D. Increments of Use**

Faculty must take vacation in 4-hour increments.

## **VII. RESPONSIBILITY FOR IMPLEMENTATION**

Office of Human Resources

## **VIII. RELATED POLICIES**

n/a

## **IX. RELATED DOCUMENTS**

Employee Handbook

**FACULTY VACATION POLICY**

**X. NEXT REVIEW DATE**

As necessary

**XI. VERSION CONTROL AND CHANGE HISTORY**

<b>Version Control</b>	<b>Date Effective</b>	<b>Approved By</b>	<b>Amendment</b>
1	President's Council	January 1, 2012	Faculty included in this policy
2	Presidents Council	August 23, 2017	
3	Presidents Council	December 18, 2019	Changed from Front-Loading to Accrual Based

**XII. POLICY AUTHOR/CONTACT**

Office of Human Resources