

# FACULTY VACATION POLICY

Policy Number:

Owner Department: Human Resources

Effective Date: August 23, 2017

Approved By: President's Council on:

---

## **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

## **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 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.

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.

## FACULTY VACATION POLICY

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

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

Full Time Faculty will accrue but are not eligible to take vacation for the first 90 days of employment. Vacation will be awarded and available to use in ADP only after the 90 day period is complete. Full Time Faculty hired after October 1<sup>st</sup> 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 – 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	

### XII. POLICY AUTHOR/CONTACT

Office of Human Resources