



ADMINISTRATIVE PROCEDURE

TITLE: Vacation Leave for Administrative/Confidential-Exempt Employees

ADMINISTRATIVE PROCEDURE # 7345
(was 319.03 BP & AP Vacation for Administrative Staff)

RELATED TO POLICY # 7240 ADMINISTRATIVE-EXEMPT EMPLOYEES

A. Accrual

1. Administrative employees accrue vacation leave at 6.667 hours per pay period to equal 160 hours per year. Vacation leave begins accruing upon date of hire.
2. Administrative employees may accrue up to two years' vacation leave (320 hours).

B. Approval

1. Vacation for 1 or 2 days must be requested in advance and are subject to approval by the supervisor. For vacation requests of 3 to 10 days, requests must be made at least 5 working days in advance and are subject to approval by the supervisor. Supervisors have the discretion to make exceptions to the advance notice in the case of exceptional circumstances. Vacations extending beyond 10 working days are to be approved in advance by the supervisor and the President.
2. Supervisors have the responsibility to assure that the operations of the College continue when employees are on vacation. As such, supervisors may approve or deny requests based upon the needs of the College and may require coordination of vacation requests with other employees.

C. Payout at Separation

1. Administrative employees who separate from employment for any reason will receive a vacation payout for accrued but unused vacation hours up to the date of separation but for no more than 320 vacation leave hours.
2. Employees may not elect to receive pay in lieu of earned vacation leave except upon separation from the college.

D. Exceptions

Any exceptions to this Administrative Procedure shall only be made with the express written consent of the President.

RESPONSIBILITY:

The Director of Human Resources is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION:

DATE(S) OF REVISION: 11/19/2019 by CC

DATE(S) OF PRIOR REVIEWS: 4/3/2018 by CC; 6/8/2011