

MANUAL OF POLICY

Title	Vacation Leave Accrual	4306
Legal Authority	Approval by Board of Trustees	
Date Approved by Board	Board Minute Order dated April 11, 1996 As Amended by Minute Order Dated April 8, 1998 As Amended by Minute Order Dated December 18, 2003	

With the exception of faculty members who have appointments of less than 12 months, full-time regular employees accrue vacation leave time at the rate of 8 hours per month of employment. Employment of less than one month will accrue on a pro-rated basis. Part-time employees with regular weekly schedules of 20 hours or more accrue vacation on a prorated basis. An employee is eligible to take vacation on or after the first day of the month following the first full month of employment.

All vacation leave requests must be approved by the immediate supervisor and the leave will be granted according to the staffing needs and availability.

Leave time for holidays, spring break and semester break are not charged against vacation time.

All hours of unused accumulated vacation leave must be used by March 1 following the fiscal year in which it was accumulated. Any vacation leave not used by that date will be forfeited unless a time extension has been approved by the supervising administrator, Vice President/Executive Director, and President. A time extension of not more than 60 days may be granted for extenuating circumstances.

An employee terminating employment, will be expected to utilize accrued vacation prior to the last day of employment. In extenuating circumstances, a lump sum payment may be paid for unused accrued vacation with the approval of the supervising administrator, Vice President/Executive Director, and President.