

## **Vacation Policy for Confidential Administrative Support Staff Personnel**

**A. Eligibility:**

1. This vacation policy shall apply to full-time, 12-month Confidential Administrative Support Staff personnel who are excluded from bargaining unit representation because of the confidential status of their position.
2. Confidential Administrative Support Staff personnel earn vacation on a monthly basis at the rate of 1/12 of the annual vacation benefit to which they are entitled under Section B. To be eligible for a monthly accrual of vacation time the Confidential Administrative Support Staff employee must be on the active payroll (actually worked or on an approved paid leave of absence) for at least fifteen (15) calendar days in any month to earn credit for that month.

**B. Vacation Benefit**

1. Confidential Administrative Support Staff personnel entitled to vacation benefits shall earn annual paid vacation at the following days per year:

<u>Length of Service</u>	<u>Vacation per Employment Year</u>
Less than 1 year	1 day for each full month from vacation anniversary date
1 year, but less than 5	12 days
5 years	17 days
6 years	18 days
7 years	19 days
8 years	20 days
9 years	21 days
10 years	22 days maximum per year

**C. Usage and Maximum Carry Over of Unused Vacation**

1. Confidential Administrative Support Staff personnel earn vacation upon initial appointment to the College but are not eligible to use accumulated vacation until after they have successfully completed their probationary period (first six months of employment).
2. To the extent consistent with the operational needs of the College, approval of vacation scheduling will be at the times requested by the employee. However, the College retains the exclusive right to reject a vacation-scheduling request and to change vacation schedules as may be necessary to ensure the orderly operation of the College.
3. Except as provided in C4, the number of unused vacation days that may be carried forward to the next year may not exceed the number of days of vacation earned during

the current employment year. For example, as of June 30 of the year in which the employee completes 7 years of continuous service, the maximum number of unused vacation days carried forward to the next fiscal year commencing July 1 may not exceed 19. Accrued vacation time in excess of the carry forward limitation established in this paragraph shall be considered waived and released by the employee as of June 30 of each year.

4. Not later than June 15, a Confidential Administrative Support Staff employee may submit a written request through his/her supervisor to the head of the appropriate division, requesting a six (6) month extension to utilize accrued vacation time in excess of the carry-over limitation set forth C3 above. An employee may not request or receive an extension in two consecutive years. The appropriate division head may authorize the six (6) month extension if the division head is satisfied that the employee was unable to utilize vacation time during the current year because of an extended illness, accident or other emergent circumstance preventing the employee from taking a vacation, or because the College required the employee to defer use of vacation leave.

D. Payout Upon Termination of Employment

1. After the successful completion of the six (6) month probationary period, upon separation of employment a Confidential Administrative Support Staff employee shall be paid for all unused vacation accrued prior to the last day worked up to a maximum payment set forth in D2 provided that (a) the separation is for reasons other than termination for cause, and (b) the employee has given his/her immediate supervisor at least ten (10) days prior written notice of resignation. The College may waive or shorten this period of prior notice of resignation if the appropriate division head determines in writing that there is good cause to reduce or waive the resignation notice requirement.
2. The vacation payout will be calculated based upon the employee’s hourly rate as of the last day of employment and shall not exceed the following maximum payment schedule:

<u>Years of Full-Time Service Complete on Date of Separation</u>	<u>Maximum Unused Vacation Days Payment</u>
Through 4 <sup>th</sup> year	12 days
5 years	17 days
6 years	18 days
7 years	19 days
8 years	20 days
9 years	21 days
10+ years	22 days