

Vacation Policy for Management Personnel

A. Eligibility

1. This vacation policy shall apply to administrators employed as full-time, 12-month employees of the College in positions that are classified as management positions.
2. Management 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 three months of employment).
3. Management 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 management 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. Management personnel entitled to vacation benefits shall earn annual paid vacation at the following days per year:
 - a. Through the completion of the 7th year of continuous service – 22 days per year
 - b. 8th year through the completion of the 12th year of continuous service – 24 days per year
 - c. After the start of the 13th year of continuous service – 26 days per year

C. Usage and Maximum Carry Over of Unused Vacation

1. Vacation days may not be taken until earned.
2. Except as provided in C(3),
 - a. Management employees hired after May 22, 2010, may carry forward accrued vacation up to the equivalent of one year of earned vacation beyond June 30 of any year.
 - b. Management employees hired on or before May 22, 2010, may carry forward accrued vacation leave balance up to forty-four (44) days beyond June 30 of any year.
 - c. Accrued vacation in excess of the limits in 2(a) and 2(c) above shall be considered waived and released by the employee as of June 30 of each year.
3. Not later than June 15, a management employee may submit a written request to the appropriate Vice President to carry-over unused vacation in excess of the accumulation

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limitation. Upon the recommendation of the appropriate Vice President, the President of the College may authorize the employee to carry-over unused vacation in excess of the accumulation limitation if the President 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.

4. No payment in lieu of accrued vacation time shall be made to active employees unless the Board of Trustees, upon the recommendation of the President, determines that the College required the employee to undertake special responsibilities that prevented the employee from taking paid vacation leave. Upon such determination the authorized payment in lieu of accrued vacation shall be at the employee's current per diem rate and shall not exceed payment of ten (10) unused vacation days in a fiscal year.

D. Payout Upon Termination of Employment

1. After the successful completion of the three (3) month probationary period, upon separation of employment a management employee shall be paid for all unused vacation accrued prior to the last day worked up to the maximum permitted provided that (a) the separation is for reasons other than termination for cause, and (b) the employee has given their supervising Vice President at least thirty (30) days prior written notice of resignation. The College may waive or shorten this period of prior notice of resignation if the employee's supervising Vice President 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.