

HIGHLAND COMMUNITY COLLEGE
CLASSIFIED PERSONNEL POLICY

SUBJECT: Vacation

BOARD OF TRUSTEE APPROVAL: 6/12/91
BOARD AMENDMENT: 3/14/01
BOARD AMENDMENT: 12/11/02

EFFECTIVE DATE: 7/1/91
AMENDMENT EFFECTIVE: 3/15/01
AMENDMENT EFFECTIVE: 12/12/02

It is the policy of the HCC Board of Trustees to provide vacation leave for full-time, twelve-month employees. Professional employees as defined by the HCC/KNEA "master contract" are not included in this policy.

Vacation Accrual

Classified personnel shall accrue vacation according to the following schedule:

<u>Months of Full-Time Employment</u>	<u>Days Per Month</u>
0 through 48 months	1
49 through 108 months	1.25
109 through 179 months	1.5
180 months +	1.66

No more than twenty-two (22) days of vacation may be carried over to the next College fiscal year. Days in excess of twenty-two will be lost as of June 30 of each year.

Vacation Authorization

The President will establish procedures for the request and authorization of vacation leave.

Scheduling

Each department is responsible for scheduling vacations so as not to interfere with the operation of the department and so that each staff member receives his or her accrued vacation time each year if he or she so desires. Vacations must, therefore, be scheduled to meet the work requirements of the department but every effort is to be made to satisfy the staff member's request as to dates. Units that experience "slack" or "down" periods (such as spring break) may require that vacations be taken during these times. When practical, staff members should be informed of such requirements in advance.

Pay in Lieu of Vacation

Actual time off work must be taken in order to receive compensation for accrued vacation time except on retirement, start of military leave of absence, termination for any cause, resignation, death, layoff, or reduction in hours (fraction) of appointment.

Holiday

An institutional holiday falling during a scheduled period of vacation is not charged against accrued vacation.