

Section: Benefits	Issue Date: 10/3/2012	Section # 6.002
Subsection: Vacation	Revised Date: 7/2019	Page 59

Permanent Employees

Vacation time is earned for full time employees according to the following accrual chart per hours worked for 52-week employees hired after 9/1/2019:

Service Years	Accrual Rate	Maximum Cap
0	0.01924	35 hours
1-2	0.03847	70 hours
3-6	0.0577	105 hours
7+	0.0770	140 hours

Vacation time is earned for part time employees according to the following accrual chart per hours worked for 52-week employees hired after 9/1/2019:

Service Years	Accrual Rate	Maximum Cap
0	0.01924	15 hours
1-2	0.03847	30 hours
3-6	0.0577	36 hours
7+	0.0770	42 hours

52- week employees who were employed prior to 9/1/2019 will remain on the same schedule of hours as previously defined in the Employee Handbook (see chart below).

VACATION					
52 Week Employees			Less Than 52 Week Employees		
Service Time	35 hr Employees	Less Than 32 hr Employees	35 hr Employees	Less than 35 hr / More than 32 hr Employees	Less Than 32 hr Employees
After 1 Year	70 hrs	30 hrs	Winter and Spring Break week will be paid vacation for regularly scheduled work days only	Winter and Spring Break week will be paid vacation for regularly scheduled work days only	Winter and Spring Break week will be paid vacation for regularly scheduled work days only
Year 2-5	105 hrs	36 hrs			
Year 6-9	140 hrs	42 hrs			
Year 10-19	175 hrs	48 hrs			
Year 20+	210 hrs	54 hrs			

- Vacation time must be requested in advance and approved by the employee's supervisor. Supervisors, Program Directors and the Executive Director retain the discretion to refuse or limit vacation time requests based on programmatic or contractual needs.
- No more than 70 hours of vacation leave may be carried into the following year. All requests to carry over vacation time must be **in writing and approved by the Program Director or Executive Director (in the case of Program Directors) and the HR Director. Unused vacation time not**

approved for carryover will be forfeited. Carry over vacation must be taken within the first three (3) months of the following year or will be forfeited.

- Cash shall not be paid in lieu of vacation time, except **where:**
 - at the time of separation provided the proper notice of separation as required in this handbook is followed. Upon **termination** all accumulated vacation time will be forfeited. Upon resignation, with a timely notice of resignation, accumulated vacation time will be paid **not to exceed 140 hours**. Upon resignation with no notice, vacation time will be paid out not to exceed 70 hours.
 - **It is clear an employee cannot schedule the earned vacation entitlement within the authorized period. In such cases, payment in lieu of vacation may be made to a maximum of 1 week (5 days) pay. Pay in lieu of vacation requires the approval of the Program Director, HR Director and Finance Director.**
- Employees must have had scheduled, paid time for a **full** day prior to and following a vacation or vacation break in order to be paid for the vacation. Calling in to report off work the day prior to or immediately following a vacation will result in no vacation pay.
- Vacation time will not accrue when the employee is in an out-of-pay status or the employee is on a leave of absence (disability, workers compensation, FMLA, unpaid leave of absence)