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## 8.4 Vacation Policy

Saint Mary's College of California

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## **8.4 Vacation Policy**

The College provides paid vacation for eligible employees on an accrual basis, beginning the first day of employment. Vacation can be used as soon as it is accrued, with no waiting period, as long as the employee has the required approvals (see below). Staff employees working 1950 hours per year accrue vacation based on the chart below. Vacation hours accrued by employees

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working at least 1040 hours but fewer than 1950 hours per year are prorated based on percentage of hours and months worked. Employees working less than 1040 hours per year do not accrue vacation. Vacation does not accrue during unpaid leaves of absence.

### 8.4.1 Vacation Accrual Rates

#### Accrual Rates for Full Time Non-Exempt Employees

(Eligible for overtime: Clerical, Administrative, Maintenance, Service)

Years of Service	Days/ Hours Earned/Yr.	Hours Earned/ Pay Period	Max Accrual Hrs
0 – 3	10 (75.00)	3.13	112.50
4 – 7	15 (112.50)	4.69	168.75
8 – 15	20 (150.00)	6.25	225.00
More than 15	25 (187.50)	7.81	281.25

#### Accrual Rates for Full Time Exempt Employees

(Not eligible for overtime)

Years of Service	Days/ Hours Earned/Yr.	Hours Earned/ Pay Period	Max Accrual Hrs
0 – 3	15 (120.00)	5.00	180
4 – 7	20 (160.00)	6.67	240
More than 7	25 (200.00)	8.33	300

### 8.4.2 Vacation Accrual Rules

Employees may accrue vacation up to a maximum of one and one-half times their annual entitlement (See chart above). For example, an employee who is entitled to three (3) weeks

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vacation (15 working days) may accrue vacation of 22.5 days. Once the maximum is reached, the employee no longer accrues vacation until he/she takes vacation and the accrual drops below the maximum. Employees will be paid for accrued unused vacation at termination.

### **8.4.3 Vacation Approvals**

Vacation requests are subject to the prior approval of the employee's supervisor or department head. A limited number of vacation days can be taken on short notice to handle unexpected or emergency situations.

An employee who has exceeded his/her vacation accrual and has a negative balance will be considered on unpaid leave of absence, and his/her pay will be reduced as permitted by applicable law.

Taking vacation beyond an accrual is not allowed and pay may be deducted based on applicable laws. Monthly notifications are sent to supervisors making them aware of leave balances. Supervisors are required to monitor leave and approve time off as required by college policy.

### **8.4.4 Illness during Scheduled Vacation**

If an employee becomes ill while on vacation prior to or after, the time may be charged to sick leave instead of vacation. In that event, an employee will be required to present a doctor's certification of the employee's illness to the supervisor and to Human Resources.