

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

VACATION

Policy 6.5
BOT 11-19-96

Applies to: Faculty and Staff

A. Policy

Faculty and staff employed on a regular, annual renewable basis (including grant funded positions) with at least a 50% FTE may be eligible for the vacation benefit. Adjunct faculty and temporary employees are not eligible for the vacation benefit. Part-time employees with less than 50% FTE annually are not eligible for vacation benefits. The vacation benefit is administered on a fiscal year basis by the Human Resources Department in accordance with the policy guidelines.

Policy Guidelines

B. Faculty

1. The college encourages all full-time twelve-month faculty members to be off duty for 176 hours (22 days) each year for vacation.
2. Regular full-time and part-time, nine, nine and one-half, and ten-month faculty do not earn nor accrue vacation.
3. Vacation benefits begin to accumulate on the date of employment. Vacation may be used as it is earned. No vacation can be taken before it is earned.
4. Earned vacation credit shall be prorated to account for appointments less than full-time, as well as for starting and terminating dates other than the beginning or end of the month. Adjustment will also be necessary for absence due to a leave of absence.
5. Individuals may accumulate vacation credits up to 240 hours (30 days). Any vacation credits as of July 1, which are in excess of 240 hours (30 days) will be eliminated from his/her vacation balance. Thus a maximum vacation balance of 240 hours (30 days) may be carried into a new fiscal year. In the case of termination, unused vacation up to 240 hours (30 days) will be paid to the faculty member, or to the next of kin or estate in the case of death.
6. Requests for vacation leave will be made in writing prior to the beginning of the absence. Vacation schedules are arranged in accordance with the operational needs of the department, and are subject to the approval of the appropriate administrator. (Absence From Regular Duty Form, Exhibit 1).
7. When a faculty member changes from a twelve-month to a nine, nine and one-half, or ten-month appointment, all unused vacation up to 240 hours (30 days) must be taken or paid to the faculty member prior to the effective date of this change.

C. Administrative and Professional/Technical Staff

1. Vacation benefits begin to accumulate on the date of employment. Vacation may be used as it is earned. Vacation may not be used before it is earned.
2. Regular full-time employees in administrative staff positions will accumulate vacation credit in accordance with the schedule below. Earned vacation credit should be prorated to account for appointments less than full-time, as well as for starting or termination dates other than the beginning or end of the month. Adjustment will also be necessary for absence due to a leave of absence.

Beginning with hire date thru the 24th year	176 hrs. a year (22 days)
Beginning with the 25th year	200 hrs. a year (25 days)

3. For regular full-time professional/technical staff, vacation credit will accumulate in accordance with the schedule below:

Beginning with hire date thru the 3rd year	96 hrs. a year (12 days)
Beginning with the 4th year thru the 10th year	120 hrs. a year (15 days)
Beginning with the 11th year thru the 24th year	176 hrs. a year (22 days)
Beginning with the 25th year	200 hrs. a year (25 days)

Earned vacation credit shall be prorated to account for appointments less than full-time, as well as for starting and terminating dates other than the beginning or end of the month. Adjustment will also be necessary for absence due to a leave of absence.

4. Individuals may accumulate vacation credits up to 240 hours (30 days). Any vacation credits as of July 1, which are in excess of 240 hours (30 days) will be eliminated from his/her vacation balance. Thus a maximum vacation balance of 240 hours (30 days) may be carried into a new fiscal year. In the case of termination, unused vacation up to 240 hours (30 days) will be paid to the staff member, or to the next of kin or estate in the case of death.
5. Requests for vacation leave will be made in writing prior to the beginning of the absence. Vacation schedules are arranged in accordance with the operational needs of the department, and are subject to the approval of the appropriate administrator. (Absence From Regular Duty Form, Exhibit 1).

D. Support Staff

1. Each regular, full-time support staff member will accumulate vacation credit in accordance with the following schedule:

Beginning with hire date thru the 7th year	80 hrs. a year (10 days)
Beginning with the 8th year thru the 14th year	120 hrs. a year (15 days)
Beginning with the 15th year thru the 24th year	160 hrs. a year (20 days)
Beginning with the 25th year	200 hrs. a year (25 days)

2. An eligible part-time support staff member earns vacation credit on the same basis as full-time support staff, prorated for the actual time worked. Vacation credit will be prorated for

starting and terminating dates other than the beginning or end of a pay period. Adjustment will also be necessary for absence due to a leave of absence.

3. Vacation benefits begin to accumulate on the date of employment. Vacation may be used as it is earned. No vacation can be taken before it is earned.
4. Individuals may accumulate vacation credits up to a maximum of the total amount of earned vacation credit earned in the three consecutive fiscal years of service just completed. Any vacation credits as of July 1, which are in excess of this maximum will be eliminated from his/her vacation balance. The remaining vacation balance may be carried into a new fiscal year. In the case of termination, unused vacation up to the limits of accrual, will be paid to the support staff member, or to the next of kin or estate in the case of death. Such payment for accrued and unused vacation will be made at the support staff member's current rate of compensation.
5. Vacation leave requests must be signed by the support staff member and submitted for approval as early as possible in advance of the date(s) requested in order to permit scheduling of workloads. Vacation shall be taken at such time as the supervisor approves. (Time Adjustment Form, Exhibit 2).

E. Payment of Accrued and Unused Vacation Resulting from a Reduction in Workforce

When a faculty or staff member is laid off and a specific return-to-work date has been established, his/her accrued vacation need not be paid out at time of the layoff. (However, if the faculty or staff member so requests, the accrued vacation will be paid.) In instances of job abolishment where no return to work is anticipated, accrued vacation will be paid out at the time of layoff.