

# Davis Technical College

## Vacation Leave Policy and Procedures

**Effective Date: 1 July 2021**

Board Approval: 27 May 2004  
 Revised Board Approval: 26 February 2009  
 Revised Board Approval: 28 June 2012  
 Revised Board Approval: 28 February 2013  
 Revised Board Approval: 19 June 2014  
 Revised Board Approval: 22 September 2016  
 Revised Board Approval: 26 October 2017  
 Employee Input Team Approval: 24 June 2021  
 Revised President's Council Approval: 3 June 2021  
 Revised Board Approval: 17 June 2021

### 1. Purpose

To outline the Davis Technical College (College) vacation policy.

### 2. References

**2.1. Board of Regents Policy and Procedure R821, Employee Benefits**

**2.2. Davis Technical College Sick Leave Policy**

### 3. Policy

#### 3.1. Benefitted Employees

**3.1.1.** Benefitted employees working at least 30 hours per week are considered benefitted for the purpose of this policy and are entitled to vacation leave. The College believes that an annual vacation is important and necessary for the well-being of each employee. Therefore, each employee is encouraged to use his/her full vacation each year. At any time during the fiscal year, with supervisor approval of scheduling, employees may use any portion of the vacation days which they will accrue by the end of the fiscal year.

#### 3.1.2. Vacation Allowance

**3.1.2.1. Full-Time Employees** - Full-time (40 hours per week), employees earn vacation time according to the following schedule:

Years of Benefitted Employment	12 Month Employee Accrued Hours per Year	12 Month Employee Days Accrued per Pay-Period	10 Month Employee Days Accrued per Year	9 Month Employee Days Accrued per Year
1 –5 (60 months)	15	4.62	13	12
6 – 10 (120 months)	18	5.54	16	15
11 + (>120 months)	21	6.46	19	17

**3.1.2.1.1 Faculty and Professional/Administrative Employees** - Full-time (40 hours per week), salaried, 12-month Faculty and Professional/Administrative employees who began employment prior to June 30, 2012, are allowed 21 days per year of paid vacation. Other salaried employees working at least 30 hours per week will receive a prorated vacation leave benefit based upon their full-time 40-hour equivalent (FTE) calculation.

**3.1.2.2. Executive Employees** - Executive employees are allowed 25 days per year of paid vacation.

**3.1.2.3. Part-time salaried employees** - Part-time salaried employees working at least 30 hours per week will receive prorated vacation leave based upon their FTE calculation.

**3.1.2.4. Transferability of Vacation Benefits** - Employees hired by the College who previously worked in positions that include full-time work experience which is substantially comparable to the position here should be deemed to receive service credits for the purpose of calculating their vacation benefits earned while working at the College.

**3.1.2.4.1.** Before this benefit may be applied, the employee must provide to the College Human Resources Department verification of full years of service worked in applicable previous employment. Adequate verification must be provided by the employee within three months of beginning employment at the College or this benefit will be forfeited. The application for this benefit will be reviewed by the Department Director, cognizant Vice President, and Director of Human Resources, to determine whether the prior service credits will be approved.

**3.1.3. Vacation Maximum Accrual** – Vacation leave balances may carry-over continuously until a maximum allowable balance of 280 hours is accrued. If the vacation leave balance reaches this amount the employee will not accrue additional hours until the balance is less than 280 hours.

**3.1.4. Vacation Cash-Out Option** – Eligible employees may choose an annual election to cash-out a portion of their vacation leave balance. This option may be chosen each year during November. Employees may convert up to 40 hours of vacation leave into either gross pay or retirement account contributions. The hours converted will be paid at 75% of the value at the employee's current rate. In order to be eligible the employee must have a current balance of at least 120 hours as of the last pay period ending in October, and have used at least 40 hours during the past 12 months (November - October).

**3.1.5.** Any benefitted employee who has earned vacation while working as a twelve-month employee and is then changed to another status will be entitled to the full use of those hours earned or payment subject to the limitations stated above.

**3.1.6. Vacation Scheduling** - Vacation days may be taken on any regular work day with the approval of the employee's immediate supervisor and in accordance with the employee's workload. No more than 10 days of vacation may be taken consecutively except through special arrangement with the Division Vice President or College President.

**3.1.7. Illness** - An employee who is ill and requires time beyond his/her accumulated sick leave may use any unused vacation remaining.

**3.1.8. Separation From Employment** - Upon separation from employment the remaining accrued vacation leave balance will be paid to the employee, based upon their current rate of pay. If a negative balance exists, the negative amount may be deducted from the employee's final paycheck.

**3.2. Part-Time Hourly Employees** – There is no provision for paid leave time, however, the college recognizes the need for part-time employees to periodically schedule time-off. Part-time employees may request up to twelve (12) shifts per year to be excused from work. Additional time-off could be authorized at the supervisor's discretion, based on the department needs. This scheduled time-off is not paid. Excessive absence from work is addressed in the Hours of Work policy, and may result in termination.