

Clatsop Community College

Code: 4.315
Adopted: 1995
Revised: 2/22/2005
Revised: 12/13/2005

POLICY VACATION AND PERSONAL LEAVE – ADMINISTRATIVE, SERVICE/SUPERVISORY AND CONFIDENTIAL CLASSIFIED STAFF

Vacations

Vacation Accrual

1. On July 1 of each year, employees will be allocated the number of days of vacation which they could accrue during the year.
2. New employees hired subsequent to July 1 of any year will accrue and be allocated vacation on a monthly basis.
3. Vacation leave accrual will be prorated for those working less than a full year.
4. Vacation will accrue as follows:
 - a. Administrative and Service/Supervisory Employees will earn twenty-two (22) days of annual vacation leave.
 - b. Confidential Classified: Effective July 1, 2006, vacation leave will be earned according to the following schedule:

During this period	Vacation Accrued per month
First 36 months of employment from date of hire	<u>Employee's annual assigned work hours</u> Divided by the Total annual work hours (usually 2000) X 8 hours
37-96 months	<u>Employee's annual assigned work hours</u> Divided by the Total annual work hours (usually 2000) X 11 hours
97 months (8 years) +	<u>Employee's annual assigned work hours</u> Divided by the Total annual work hours (usually 2000) X 15 hours

Use of Vacation

1. Vacation leave need not be taken at one time, but in no case may employees work this time and earn extra compensation.

2. Employees are encouraged to use their accrued annual vacation leave within the fiscal year it is received.
3. Employees may carry unused vacation days into the next fiscal year. The number of days of unused vacation that can be carried forward will be the amount the employee earned in the preceding year. Any amount remaining will no longer be available for either pay or use.
 - a. Effective on July 1, 2005, and for one time only, employees who have unused vacation in excess of the amount of their annual accrual, will “bank” the excess accrual. This “bank” of unused vacation must be used by July 1, 2008, at which time any amount remaining in the bank will no longer be available for either pay or use.
4. Vacation days shall be requested on forms provided by the Payroll Office and must be approved in advance by the immediate supervisor. Approval for vacations for all College employees will be based on the departmental functioning, security, and/or other reasonable expectations.
5. Employees who terminate employment with the College before accruing the number of vacation hours actually taken, are required to pay back the unearned balance at the time of termination.
6. Employees who terminate employment will be paid for any unused accrued vacation leave.
7. In case of death, compensation for accrued vacation days shall be paid in the same manner as salary due the decedent.

Personal Leave Days

1. Employees will be entitled to two (2) Personal days, to be taken at any time during the year. Personal Days may be taken at employee discretion. Employees will notify their immediate supervisors in advance and complete a Leave Request form, noting that it is for Personal Leave.
2. Unused Personal Days may not be carried into the next fiscal year.
3. Personal leave accrual will be prorated for less than a full year of service.
4. If an employee should terminate employment with the College before accruing the number of personal days actually taken, the balance not earned shall be considered due the College at the time of termination.

END OF POLICY

Legal References: ORS 187.010; ORS 336.010