

E. Credited Month of Work

A credited month of work is earned if the employee has paid time available for all regularly scheduled hours during the month. Paid time includes regular wages, vacation, personal, sick, short term disability, jury duty, funeral, birthday (if eligible) and parental leave, as well as time used for medical treatments related to Workers' Compensation. Alternatively, an employee will earn a credited month of work if the employee has unpaid time, but works at least 10 complete days during the month, and is still a regular employee of the College on the last regularly scheduled day of the month.

F. Scheduling of Vacation

Scheduling and choice of vacation time are subject to the operating needs of the department as determined by the department head. Length of service will be a determining factor when several staff members request vacation during the same period of time.

All staff have a three month waiting period before vacation time can be used.

G. Vacation Carryover

Staff Members who do not use all of their vacation entitlements during a calendar year may carryover a portion of their accrued and unused vacation time. All Staff (FTE of 30% or more) may carryover 25% of their accrued vacation time up to a maximum of 5 days. Any vacation time in excess of this amount will be forfeited. The maximum amount of vacation time that an individual may take in any one calendar year is equal to 12 months accrual plus the 25% carryover amount, limited to 5 days.

H. Vacation Pay Advance

Vacation pay advances are available. Requests for an advance must be made in writing/e-mail and coordinated with the Payroll Department at least two weeks prior to the date that the payroll advance is needed.

I. Re-employment

Staff who have previously worked for the College and are re-employed will be given credit for their prior service if their break in service is of five years or less. However, returning staff must complete their new probationary period before taking any vacation time. Otherwise, staff returning to the College will be considered a new employee for the purposes of vacation accrual.

J. Termination of Employment

Unless approved by their department head, staff members may not take paid vacation leave once they have notified the College of their intent to voluntarily terminate their employment.

Staff members who have not successfully completed their probationary period will not be entitled to any vacation pay.

Staff members who resign or are terminated immediately following a short term disability period will not receive unused vacation pay.

K. Exceptions

1. Staff members hired prior to June 1, 1983 will retain their original vacation entitlements on file in Human Resources.
2. Vacation time can be used on an unscheduled basis in accordance with the College Family and Medical Leave Policy and in accordance with the College Short Term Disability Policy.