



## VACATION LEAVE FOR GRANT-FUNDED EMPLOYEES POLICY

**Board Bylaw:**  
**Policy Number: 4.3105**  
**Subject Area: Personnel**  
**Adopted: 07/01/2005**  
**Revised: 07/01/2005**

Vacations for grant-funded College employees will be provided as described below, unless otherwise stated in current applicable collective bargaining agreements or other contractual agreements.

Grant-funded Professional/Managerial employees and Executive/Managerial employees who are employed on a twelve-month basis shall earn 1.833 days per month to a maximum of 22 days per fiscal year. Employees in the above classifications, who are employed on less than a twelve-month basis, and are eligible, will earn vacation at a rate of 1.833 days per month for the months worked or pro-rated in accordance with assigned work schedules.

Grant-funded support staff employees employed on a twelve-month basis shall earn vacation time at the rate of one (1) day each month. Each year thereafter, beginning on July 1, support staff vacation earned shall be increased by one (1) day per year (a rate of .0833 days per month) to a maximum of twenty-two (22) work days. Grant-funded part-time support staff, regularly working 30 hours or more each week, who are eligible for benefits, will earn vacation on a pro-rata basis at 80% of a full-time employee.

While employees are encouraged to use vacation time whenever possible, vacations must be planned to fit in with the flow of work and must be approved by the employee's supervisor, in advance, except in case of emergency. Employees should submit vacation requests on official leave forms, which will be provided by the Human Resources office.

Due to the uncertain nature of grant funding, grant-funded employees shall not carry vacation days forward from one fiscal year to the next or from one grant period to the next, if the grant runs over a different period. All vacation earned over the course of a fiscal year or grant year must be used by June 30th of that year or by the last day of the grant year. Grant funded employees will be allowed to use vacation leave in advance of actually earning it, up to the maximum yearly accrual, provided that employees agree to reimburse the College if they leave the employment of the College prior to earning the full amount of vacation time used for the year. Any vacation days not used by June 30th of the fiscal year or by the last day of the grant year may be converted into sick leave or will be forfeited. Grant-funded employees will not receive any compensation for unused vacation days.

Grant funded employees, who, as of June 30, 2005, have a balance of accrued vacation leave shall use the accrued leave prior to separation from the College or may request that the balance be transferred to sick leave. Each employee will be required to make such designation to the Human Resources office upon passage of this policy. The balance of accrued vacation leave for grant-funded employees earned prior to July 1, 2005 will be recorded and maintained by the Payroll office and shall be used after all accrued vacation from the current grant year is exhausted.

If such funding is allowed by the grant, and the funds are available, grant funded employees leaving the employment of the College, who still have remaining accrued vacation time that was earned prior to July 1, 2005, will receive a lump sum cash payment for those vacation days upon separation from the College. This payment will be made at the salary rate that was in effect as of June 30, 2005.

In the case that grant funds are not available upon the employee's separation from the College, then such accrued vacation balance may be converted to sick leave and applied for SURS service credit or will be forfeited. The College is not responsible for funding any vacation pay for grant-funded employees.

Approval History: Replacement for Vacation Leave for Grant-funded Employees 2.3105      Approved 7/1/2005