

# Vacation Policy



<b>Policy Number:</b> 02.025	<b>Responsible Office:</b> Human Resources	<b>Governing Body:</b> College Council	<b>Last Review Date:</b> 11/29/2023
<b>Scope: This policy applies to all eligible Antioch College employees</b>			

## I Introduction

The purpose of this policy is to provide paid vacation time for employees to rest and relax. Antioch College encourages all eligible employees to use their available vacation time.

## II Eligibility

- A. Employees who are regularly scheduled to work at least 20 hours per week are eligible for vacation time.
- B. Temporary, variable hours, regular part-time employees who work less than 20 hours per week and interns are not eligible for vacation time.

## III Accrual

- A. Eligible employees begin accruing vacation hours on their date of hire. The amount of paid vacation time employees receive each year is defined in each employee's individual offer/contract letter, up to 160 hours annually.
- B. Accrued vacation is added to the employee's vacation balance when the bi-weekly paycheck is issued. Additionally, vacation taken during that pay period or adjustments from other pay periods will be subtracted from the employee's vacation balance.
- C. For time taken and not reported, it will be the employee's and manager's responsibility to notify payroll of the needed adjustments to the employee's vacation balance.
- D. Earned, unused vacation time can be carried over to the following fiscal year. If the total amount of unused vacation time reaches a "cap" equal to 160 hours, vacation time will no longer accrue. When that point is reached the employee must take vacation to begin accruing again.
- E. Employees may take up to 40 hours of vacation before it is earned with the prior approval of the employee's manager.

## IV Requesting and Using Vacation Time

- A. The vacation year is from July 1<sup>st</sup> through June 30<sup>th</sup>.
- B. Vacation time must be used to replace regularly scheduled work hours when employees miss work time for any reason other than illness, injury or a medical appointment for which sick time should be used. If the employee does not have sick time available for an illness, injury or medical appointment, they may be required to use vacation time for missed work time.
- C. Vacation requests are to be submitted through the timekeeping system for approval at least seven (7) days in advance, or as far in advance as possible. Managers have the discretion to grant or deny vacation requests, taking into account the Company's business needs as well as vacation requests previously submitted by other employees.
- D. Requests for changes to the normal workday schedule must meet the needs of the company and be approved in advance by the employees' manager.
- E. Vacation time will be paid at the employee's base rate at the time the leave is taken. If a holiday falls during the employee's vacation time, the day will be considered holiday pay rather than vacation.
- F. Vacation is not earned while receiving short-term disability or long-term disability benefits or during workers' compensation or unpaid leave of absence, including unpaid FMLA and military leave.
- G. Full and part-time hourly employees may take vacation days in one-half (½) hour increments.
- H. Exempt employees may take vacation in one-half (1/2) or one (1) day increments.
- I. The use of vacation time is only allowed to fulfill an employee's full time equivalent and may not be used for hours beyond the normal weekly work schedule (i.e. over 40 hours' week).
- J. Vacation time is not included as hours worked in calculating overtime for hourly, non-exempt employees.

## **VI. Payout of Vacation Time upon Separation**

- A. In order to be eligible for vacation payout upon separation, employees must provide a proper two-week notice.
- B. Employees are paid for all unused vacation leave upon separation from the College.
- C. Employees may not use vacation days beyond the last day actually worked to receive additional payout or extend eligibility for other benefits.
- D. Any vacation time taken that has not been earned at the time of separation will be deducted from the employee's final paycheck.