



WASHINGTON COLLEGE POLICIES

VACATION LEAVE POLICY

Vacation leave is a benefit that provides eligible employees with paid time off to take vacations and pursue other personal endeavors. It is expected that vacation leave will normally be scheduled well in advance of the leave. The amount paid for each day of vacation leave is the amount the employee would earn for a normal workday.

Eligibility

Regular full-time staff who work at least 10 months per year are eligible to take vacation leave.

Faculty serving in staff roles are eligible to take vacation leave, as they are treated as regular staff when in these roles for the purposes of leave.

Librarians are eligible to take vacation leave.

After one year of service, regular part-time staff and at least 20 hours per week year-round are eligible to take vacation leave. Eligible employees accrue leave on a prorated basis in proportion to the percentage of time worked in the previous anniversary year.

Temporary staff and part-time staff who work less than 20 hours per week are not eligible for vacation leave. Staff who work less than 10 months per year are not eligible for vacation leave.

Faculty are not eligible for vacation leave.

Accruing Vacation

When an Employee Accrues Vacation

Eligible full-time employees begin to accrue vacation leave as of the end of each bi-weekly pay period. Any change in accrual rates will occur with the pay period that includes the anniversary date.

Eligible regular part-time employees begin to accrue vacation leave on a prorated basis in proportion to the percentage of time worked in the previous anniversary year. The accrual rate will be entered effective the payroll with the employee's employment anniversary.

Maximum Vacation Accrual Balances

An employee's maximum vacation accrual is limited to one time the annual vacation accrual. At the end of any pay period, an employee may not carry forward more than the allowable maximum vacation accrual. If the maximum is reached, no additional vacation will be earned until vacation has been taken to reduce the accumulation below the maximum.

Accrual Rates, effective 7/1/2019

<u>Employee Status</u>	<u>Hours per week (hours)</u>	<u>Annual Accrual Rate</u>	<u>Per Pay Accrual Rate (hours)</u>	<u>Annual Allowance (hours)</u>	<u>Maximum Accrual Balance ("Cap") (hours)</u>
Exempt (salary)	40	4 weeks (160 hours)	6.16	160	160
Exempt (salary)¹	35	4 weeks (140 hours)	5.39	140	140
Non-exempt (hourly)²					
Less than 3 years	40	2 weeks (80 hours)	3.08	80	160
3 -6 years	40	3 weeks (120 hours)	4.62	120	160
Over 6 years	40	4 weeks (160 hours)	6.16	160	160
Non-exempt (hourly)					
Less than 3 years	35	2 weeks (70 hours)	2.7	70	140
3-6 years	35	3 weeks (105 hours)	4.04	105	140
Over 6 years	35	4 weeks (140 hours)	5.39	140	140
10-month Full-Time Staff (salaried & hourly)	35	2 weeks (70 hours)	2.7	70	120
Librarians	35	6 weeks	8.08	210	160
Part-time (reduced-work-week staff, etc.)	vary	Pro-rated per work schedule	Varies based on work schedule	varies	120

Status Change

When a non-exempt employee transfers to an exempt position, or the reverse, the vacation leave accrual rate will change for the first pay period that includes the effective date of the transfer. When an employee changes status and becomes eligible for vacation, vacation accrual begin, based on the appropriate table above, with the pay period that includes the effective date of the status change.

¹ Eligible 12-month salaried staff who work a reduced work week will accrue proportional vacation leave.

² Vacation for hourly staff is earned based on actual hours worked each pay period based on the standard rates in the chart above. For example, an hourly employee who has been full-time for 4 years works 75 hours in a pay period will earn 75/80ths of 4.62 hours (4.33 hours) of vacation for that pay period.

Use of Vacation Leave

Scheduling

Vacation leave may be taken by an employee, only with the approval, in advance, of the employee's supervisor. Vacation leave is granted or denied at the discretion of the supervisor. The primary basis for the exercise of discretion is the department's work requirements.

Minimum Units

Vacation leave should typically be used in no less than half-hour increments for hourly staff. If hourly staff are using vacation time to supplement sick or personal leave to round out a work shift, increments of less than 30 minutes can be used. Salaried staff should typically use vacation leave in half- and full-day increments.

Advances of Vacation Leave

Regular full-time employees who have not yet been employed for full year may be advanced a maximum of 10 days of vacation leave when an opportunity for a break may not be delayed. The employee must present a written request to Human Resources in order to be eligible for an advance of vacation leave. It must be approved by the appropriate Vice President, the Director of Human Resources. The payback for advanced vacation leave shall begin immediately upon the employee's return to work and continue until the advance has been repaid, typically occurring by decrementing any accrued vacation (and not typically by docking pay). Employees separating from employment prior to full payback agree that the balance of leave owed will be deducted from the final paycheck.

Reporting and Recording of Vacation Activity

Non- Exempt Employees

All use of vacation leave is to be recorded on the bi-weekly time sheet (paper or electronic). Time sheets must be signed by the employee and reviewed and signed by the employee's supervisor.

Exempt Employees

All use of vacation leave is to be recorded on the Exempt Leave Request form. Leave Requests must be signed by the employee and reviewed and signed by the employee's supervisor.

Vacation leave is printed on each employee's pay stub. The amount of vacation leave printed on the stub is one pay period behind the actual accrued balance.

Vacation Leave at Separation

Upon separation, all eligible employees (who have worked for at least 90 calendar days) will be compensated for all accrued unused vacation leave up to the maximum accumulation allowed at their normal rate of pay. Vacation payouts typically occur during the next normal pay period after the employee's last paycheck for time worked. An employee may not use accrued vacation leave to extend the last day of employment.