

# Rock Valley College

## RVC Board Policy 3:30.040

### Vacation

Rock Valley College recognizes that employees need opportunities for rest, relaxation and personal pursuits. Eligible employees earn and may use vacation leave as set forth below and as provided in the procedures implementing this Policy.

Employee Status	Days of Vacation per Year	Maximum Unused Accrued Hours Permitted to Annually Carry Over
Full-time Exempt, Non-Grant Funded	20 days of vacation per year. (Based on per pay period accrual.)	160 unused vacation hours, as of December 31
Full-time Non-Exempt, Non-Grant Funded	Year 1 through 5 = 10 days. Year 6 through 10 = 15 days. Year 11 or more = 20 days. (Based on per pay period accrual.)	160 unused vacation hours, as of December 31
Full-time Exempt, Grant Funded	20 days of vacation per year. (Frontloaded with pro-rata time earned per pay period. 50% distribution on the first business day of the grant period and 50% distribution 6 months thereafter. If the grant extends beyond 12 months, 50% of the employee's annual vacation time will be distributed every 6 months thereafter.)	None
Full-time Non-Exempt, Grant Funded	Year 1 through 5 = 10 days. Year 6 through 10 = 15 days. Year 11 or more = 20 days. (Frontloaded with pro-rata time earned per pay period. 50% distribution on the first business day of the grant period and 50% distribution 6 months thereafter. If the grant extends beyond 12 months, 50% of the employee's annual vacation time will be distributed every 6 months thereafter.)	None

1. Vacation hours may be used for any reason of the employee's choosing.
2. Vacation hours must be taken in increments of no less than 2 hours per day.
3. Vacation hours shall be accrued on an ongoing pro-rata basis for non-grant funded employees.
4. Vacation hours shall be initially frontloaded and earned on an ongoing pro-rata basis for grant-funded employees.

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5. Requests for vacation leave must be submitted to the immediate supervisor who will approve and forward to Payroll. If an employee makes the initial request for vacation leave orally, the employee must provide written notice of the request to their immediate supervisor as soon as possible.
6. If an employee's need for leave under this Policy is foreseeable, the employee must make the request for leave at least 7 calendar days in advance. If an employee's need for leave under this Policy is unforeseeable, the employee must provide notice as soon as practically possible after the employee is aware of the need for leave.
7. The College may deny an employee's request for leave under this Policy in order to ensure that the College's operational needs are met during the requested time period.
8. Generally, the earliest request for time off takes priority. If two or more requests are made on the same day, priority shall be given to the employee with the most seniority.
9. Grant-funded employees who transition within the college to a non-grant-funded position who have earned, but unused vacation time will be paid out the remaining earned time during the next payroll period.
10. Non-grant-funded employees who transition within the college to a grant-funded position and who have accrued vacation time will be paid out all accrued but unused time during the next payroll period. Upon separation of employment, non-grant-funded employees will be paid all accrued but unused vacation.
11. Upon separation of employment, grant-funded employees will be paid all earned but unused vacation. Frontloaded vacation taken, but not yet earned, will be deducted from the final paycheck.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

**Reference:** Board Report 6269, 7295, 8377

**Implemented:** March 24, 2009

**Revised:** April 8, 2014; April 26, 2016 (Effective May 1, 2016); April 28, 2026