RockValleyCollege

RVC Board Policy 3:30.040

Vacation

The Board of Trustees recognizes that employees need opportunities for rest, relaxation and personal pursuits. Eligible employees earn and may use vacation leave as provided in the vacation procedure.

Employee Status	Days of Vacation per Year	Maximum Number of Hours of Unused Time Accrued
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. (50% distribution on January 1 and 50% distribution on July 1)	None, as of the end of the contract period
Full-time Non-Exempt, Grant Funded	Year 1 through 5 = 10 days. Year 6 through 10 = 15 days. Year 11 or more = 20 days. (50% distribution on January 1 and 50% distribution on July 1)	None, as of the end of the contract period

1. Vacation hours shall be accrued on an ongoing pro rata basis.
2. Written requests for vacation leave must be submitted to the immediate supervisor to be forwarded to Payroll.
3. The earliest request for time off takes priority. If two or more requests are made at the same time, priority shall be given to the employee with the most seniority.
4. Vacation shall be granted to the employee's preference as long as necessary staff is maintained to meet operation requirements. During vacation periods, work assignments shall be shared.
5. Requests cannot be submitted more than one year from the date of request.
6. Upon separation of employment, employees will be paid all accrued but unused vacation.

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

Reference: Board Report 6269; 7295
Implemented: March 24, 2009
Revised: April 8, 2014; April 26, 2016 (Effective May 1, 2016)