Rock Valley College

Vacation

RVC Administrative Procedure (3:30.040)

Purpose

Rock Valley College encourages the use of vacation time to help promote a better work-life balance. Eligible employees may earn and use vacation leave as directed in the Board policy (3:30.040) pursuant to the administrative procedure.

Definitions

Exempt employee: an employee who is paid on a salary basis and is not eligible for overtime pay

Non-exempt employee: an employee who is paid on an hourly basis and is eligible for overtime pay

Grant-funded employee: an employee whose position is paid for by external funds received by their employer from a grant, which are typically for a specific purpose or a defined period. Their employment is tied to the availability of those funds and may be temporary or subject to the grant's continuation or renewal.

Non-grant-funded employee: an employee whose salary and position are supported by institutional funds that have been budgeted by the College, rather than by temporary external grant funding.

Pro-rata: vacation time that is calculated proportionally to the amount of time they've worked in a year, rather than giving them the full annual amount based on an employee's work schedule or length of service

Earned vacation: Vacation leave that an employee becomes entitled to through active service, in accordance with the applicable accrual rate or employment agreement.

Accrued vacation: The total balance of earned vacation leave that has accumulated over time and remains available for the employee's future use, as permitted by policy.

Unused vacation: vacation time that has been earned or accumulated but has not yet been taken by the employee

Frontloaded vacation: vacation time that is given in full at the beginning of the employment period rather than it being earned gradually over time

Scope

This procedure applies to the following employee status groups: full-time exempt and non-exempt, grant-funded or non-grant-funded.

Rock Valley College

Procedure

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. Requests for vacation leave must be submitted via the proper payroll portal or leave request form for the supervisor to review. Approvals are completed by the immediate supervisor to be processed by 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.

4. Vacation shall be granted to the employee's preference as long as the necessary staff is maintained to meet operational requirements. 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. During vacation periods, work assignments may be shared.

5. Requests for time off will be considered in the order they are received, as entered through the appropriate payroll portal.

6. If an employee's need for leave under this Policy is foreseeable, the employee should attempt to submit their leave request 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. Requests cannot be submitted more than one year from the date of the request.

8. Vacation hours shall be accrued on an ongoing pro-rata basis for non-grant-funded employees.

9. Vacation hours shall be initially frontloaded and earned on an ongoing pro-rata basis for grant-funded employees.

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. The payout of accrued time will be charged to the departmental budget from which the employee is leaving.

11. 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. The payout of accrued time will be charged to the departmental budget from which the employee is leaving.

12. Upon separation of employment, non-grant-funded employees will be paid all accrued but unused vacation.

13. 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/Implemented: BR 7295 (May 1, 2016)
Revised: November 17, 2025