

Davis Applied Technology College: A Utah College of Applied Technology Campus Vacation Leave Policy and Procedures

Effective Date: 26 February 2009

Board Approval: 27 May 2004

Revised Employee Input Team Approval: 11 February 2009

Revised Campus President's Council Approval: 17 February 2009

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1. Purpose

To outline the Davis Applied Technology College: A Utah College of Applied Technology Campus (College Campus) vacation policy.

2. References

2.1. Board of Regents Policy and Procedure R821, Employee Benefits.

2.2. Davis Applied Technology College Sick Leave Policy

3. Policy

3.1. Salaried Employees

3.1.1. Salaried employees are entitled to vacation leave. The College Campus believes that an annual vacation is important and necessary for the well being of each employee. Therefore, each employee is encouraged to use his/her full vacation each year. At any time during the fiscal year, with supervisor approval of scheduling, employees may use any portion of the vacation days which they will accrue by the end of the fiscal year.

3.1.2. **New Employees.** Any employee who terminates prior to completion of six months service shall have no vacation entitlement. After completion of six months service, new employees shall be entitled to the regular vacation leave allowance to be accrued on a prorated basis from the date of hire.

3.1.3. Vacation Allowance

3.1.3.1. **Classified Employees.** Full-time, salaried, 12 month Classified employees earn vacation time according to the following schedule:

<u>Full Fiscal Years of Continuous Employment</u>	<u>Days Accrued Per Year</u>
0 – 5	12
6 – 10	15
11 –15	18
16+	21

3.1.3.1.1. **Transferability of Vacation Benefits.** Employees hired by the College Campus or eligible College Campus employees who previously worked in public education or higher education in the State of Utah should be deemed to retain their accumulative service credits for the purpose of calculating their accumulating vacation benefits earned while working at the College Campus. These institutions will primarily be a State of Utah school district, applied technology college, or other college or university.

3.1.3.1.1.1. Before this benefit may be applied, the employee must provide to the College Campus Payroll Department verification of full years of service worked with the last qualifying institution. Verification must be a written verification from the payroll department of the last prior employer. Adequate verification must be

provided by the employee within three months of beginning employment at the College Campus or this benefit will be forfeited. This benefit will not be granted to otherwise qualifying employees who cannot provide adequate verifying documentation.

3.1.3.2. Faculty and Professional/Administrative Employees. Full-time, salaried, 12 month Faculty and Professional/Administrative employees are allowed 21 days per year of paid vacation. Full-time, salaried, nine month Faculty are allowed 17 days per year of paid vacation. Other full-time, salaried employees will receive a prorated vacation leave benefit.

3.1.3.3. Executive Employees. Executive employees are allowed 25 days per year of paid vacation.

3.1.3.4. Part-time salaried employees. Part-time salaried employees will receive prorated vacation leave.

3.1.4. Vacation Carryover. At the end of the fiscal year ending June 30, 2009, unused vacation days may be carried over up to the maximum of twenty-five (25) days (200 hours). Beginning in Fiscal Year 2010, at the end of each fiscal year, unused vacation days may be carried over up to the maximum of the amount of days (hours) the employee earned during that year. Days not used in excess of the maximum carryover are forfeited subject to the following exclusion. If, due to an unexpected increase of workload, vacation days are not permitted to be taken and the maximum number of carryover days has been reached, the amount of carryover may be temporarily extended so as to not penalize the employee. The extended number of days must be used during the first half of the following fiscal year or they will be forfeited. A written request to extend the carryover days must be approved by the Campus Division Vice President or Campus President and submitted to the Fiscal Services Office no later than April 30th.

3.1.5. Any salaried employee who has earned vacation while working as a twelve-month employee and is then changed to another status, will be entitled to the full use of those days earned or payment subject to the limitations stated above.

3.1.6. Vacation Scheduling. Vacation days may be taken on any regular work day with the approval of the employee's immediate supervisor and in accordance with the employee's workload. No more than 10 days of vacation may be taken consecutively except through special arrangement with the Campus Division Vice President or Campus President.

3.1.7. Illness. An employee who is ill and requires time beyond his/her accumulated sick leave may use any unused vacation remaining.

3.1.8. Separation From Employment. In the fiscal year of an employee's separation, the number of vacation days are prorated up to the final day of employment. The employee is reimbursed to the current rate of salary for carryover vacation days, plus prorated vacation days earned in the fiscal year, minus any days used during the year. If a negative balance exists, the negative amount will be deducted from the employee's regular salary and/or wages amount on the final paycheck.

3.2. Hourly Employees. No provision.