

Paid Time Off–Salaried Employees

Applies to: All salaried (exempt) benefits-eligible employees

Policy Statement:

Vacation

Regular salaried staff are credited with 22 days of vacation per fiscal year (July through June). The College encourages employees to take their vacation leave in each fiscal year (July through June). Employees forfeit unused vacation at the end of the fiscal year, unless the department head has approved the employee carrying it over to the next fiscal year. Employees must submit a written request to the Office of Human Resources. Vacation leave should be scheduled with the approval of the manager or department head.

Vacation During the First Year of Service

Vacation time is accrued at a rate of 1.83 days per month from the date of hire for use during the following fiscal year. Managers are strongly encouraged to be flexible with employees during their first year of service and allow them to borrow from the following year's bank of vacation days.

Personal or Sick Time

Salaried employees are not granted additional time off for personal or sick time because their work is not tracked on an hourly basis. Employees are encouraged to request such occasional needs for time off with their managers in advance, when time is needed for personal reasons that cannot be scheduled outside of the normal workday (e.g., appointments, errands, time off with sick family members, and so on) or for personal illness. This time off is approved at the manager's discretion. Although there is not a specified amount, managers may address excessive time off through the corrective action process or by granting the employee time off without pay. After 10 consecutive days of personal illness, the employee may apply for short-term disability (See Leaves of Absence Policy for more information).