SECTION: Faculty and Staff
TOPIC: Annual (Vacation) Leave
Approved: Signature on File

Policy: B7511
Approval Date: 1/22/19
Revision Date: 6/22/2026

Purpose

Burrell College provides paid vacation for employees to take time for rest and recuperation.

Eligibility

All regular (benefit eligible) employees are eligible for vacation leave benefits. Regular benefit eligible part-time employees are those with an FTE of at least .50 but less than 1.0, working 20 to 39 hours per week Full-time employees are those with an FTE equal to 1.0, working 40 hours per week. Vacation accrual begins on the first day of full- or part-time employment. Vacation is accrued according to the schedule within this policy unless otherwise stated in an employment agreement. Vacation can be used after it is earned. Vacation leave will not be earned during unpaid leave of absence.

Accrual Schedule

Vacation will accrue as stated in the schedule below. Vacation will not accrue for any time worked over 40 hours in a week and accruals will not exceed annual limits. Accrual rates effective 1/1/16.

Employee Status	***Accrual Amt./Pay Period***
Part-Time	Approximately 3.08 hours (not to exceed 80 hours/year)
Full-Time	Approximately 6.15 hours (not to exceed 160 hours/year)

Leave Requests

To schedule vacation time, employees must submit a leave request to the supervisor as soon as possible prior to the requested leave date. Employees must ensure that they have enough accrued leave available to cover the dates requested. Requests will be evaluated based on a number of factors, including department operating and staffing requirements. The supervisor should review the request and either approve or deny the request within the system within 3 days of receiving the leave request. If the request for vacation leave is denied, the supervisor should provide an explanation for the denial to the employee.

Vacation Pay

Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay does not include overtime or any special forms of compensation such as stipends, incentives or bonuses. If a holiday falls during the employee's vacation, the day will be charged to holiday pay, if applicable, rather than to vacation pay.

Use of Vacation Leave for Sick Leave

Vacation leave will be used in circumstances of employee absences that have exhausted the employee's available sick leave. Once the employee's sick leave balance has been exhausted, vacation leave will be used

to account for time missed.

Accrual of Vacation Leave

The College encourages employees to use available vacation time. If the available vacation time is not used by the end of a calendar year, accrued, unused leave may carry over to the next year. Vacation carryover limits are 160 hours for full-time employees and 80 hours for part-time employees. If the total amount of carried-over accrued vacation time reaches 160 (F/T) or 80 (P/T) hours, the vacation hours will continue to be reduced to 160 (F/T) or 80 (P/T) until vacation time is used by employee. When vacation is taken again and the total accrued amount falls below the maximum, vacation accrual will begin again.

Termination

Effective January 1, 2027, accrued unused vacation leave cash payout at termination will be limited to an amount not to exceed the employee's rate of pay times 80 hours (F/T) or 40 hours (P/T). Employees who voluntarily resign and have a vacation leave balance exceeding 80 hours (F/T) or 40 hours (P/T) at the time notice of resignation is submitted will be scheduled to use any accrued vacation leave above 80 hours (F/T) or 40 hours (P/T), before their final day of active employment. The College reserves the right to adjust terminal leave requirements subject to operational needs. Involuntary termination final payout will be subject to control by the Office of Human Resources.