

Board Policies

PERSONNEL

312.00 VACATION – FULL-TIME NON-FACULTY EMPLOYEES

All regular, full-time, non-faculty Cowley College employees earn vacation leave based on their hiring category and length of full-time service.

Eligibility and Accumulation

Earned vacation begins to accrue 30 days after the date of hire pursuant to the table below. Employees are eligible to use accrued vacation after the first month of full-time employment. Once maximum accrual hours allowed are met, no further accumulation of vacation hours will occur.

Category	0-10 years Full-time Service		10+ years of Full-time Service	
	Accrual Hours Per Month	Maximum Accrual Hours Allowed	Accrual Hours Per Month	Maximum Accrual Hours Allowed
Administrators	13.33	240	13.33	240
Directors and Staff Instructors	10	180	12	216
Hourly and Salaried Staff	6.67	120	10	180

Use

The College will grant vacation leave contingent upon supervisor approval and the needs of the College. Except in case of emergency, an employee's supervisor must approve all paid vacation leave in advance. Employees must take vacation leave in at least half hour increments. Vacation leave pay is calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation such as overtime or shift differentials.

Accrual of Vacation Leave Benefits during Paid Leave

All employees who are actively at work or on paid leave, such as vacation leave or sick leave, will continue to accrue paid leave benefits provided by Cowley College

Accrual of Paid Leave Benefits during Unpaid Leaves

College employees on unpaid leave are not entitled to accrue vacation leave. This applies to employees who are receiving income replacement benefits such as short-term disability, long-term disability or workers' compensation. However, employees on eligible military leave may be entitled to reinstatement of all benefits that would have been accrued, but for being absent on military leave, upon returning from military leave in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

Please see policy 315.00 for leave related to the Family and Medical Leave Act (FMLA). they will continue to accrue paid leave as long as the employee they isare using paid leave benefits. If an employee on FMLA leave uses all paid leave in accordance with the College's FMLA policy and remains unable to return to work, the remainder of the FMLA leave will be unpaid. An employee will not accrue vacation leave during any period of unpaid FMLA leave.

Termination of Employment

Upon termination of employment, all accrued but unused vacation time may be paid to the employee in the final paycheck. Resignations from director level positions and higher are required to provide a 30-day written notice to receive vacation leave payout. All other positions will be required to provide a two-week written notice to receive vacation leave payout. Vacation leave pay is calculated based on the employee's base pay rate at the time of termination of employment, and will not include any

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special forms of compensation, such as overtime or shift differentials. The College will not pay employees for unused vacation except upon termination of their employment or retirement.

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