

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Vacation*

EFFECTIVE DATE: May 24, 1991; amended May 19, 2009 and August 2, 2016

BOARD POLICY REFERENCE: DEC

PURPOSE

Only full-time personnel employed on twelve-month contracts are entitled to paid vacation.

EARNING RATE

Vacation days are earned at a rate of one day (8 hours) per month. Eligible employees are credited with the total annual vacation at the beginning of each fiscal year (September 1).

Example: An employee earning vacation at a rate of 8 hours per month will receive credit for 96 hours in September for the upcoming year. The initial number of vacation days for employees hired during the fiscal year will be pro-rated based on the monthly rate for the number of months remaining in the fiscal year.

New employees will receive credit for vacation purposes for their first month of employment only if they come to work the first working day of that month. Otherwise, for calculations of vacation hours, the first working day of the next month will be used.

Vacation time is not earned during absences without pay.

CARRY OVER DAYS

Employees may carry over 48 hours of earned, but unused, vacation from one fiscal year to the next (fiscal year, September 1 through August 31). Employees are credited with 96 hours each fiscal year, plus up to 48 carry over hours equaling a possible maximum of 144 eligible vacation hours per fiscal year. Any vacation in excess of the 48 carry over hours allowed shall be lost at the end of the fiscal year (August 31) and will not be paid by the college.

TERMINATIONS

Upon termination of employment, an employee will be paid for any earned, but unused vacation. Upon termination of employment, an employee will receive credit for the final month of employment if the last day worked is on or after the 15th of the month. Upon termination of employment, unearned vacation time taken will be deducted from the employee's last paycheck. Carry over days are considered to be time off days and are not paid by the college.

PROCEDURES

Before any vacation can be taken, a **Combination Leave Request and Absence Report** form must be completed by the employee and approved in advance by the employee's supervisor. The employee's supervisor has the right to deny any vacation request for any particular time that he/she believes will materially conflict with critical duty times. The approved form is submitted to the Human Resources Department. Employees may take vacation hours prior to actually having earned them, subject to approval of their supervisors. However, they do so with the understanding that if their employment is terminated prior to the end of the fiscal year, unearned vacation time taken will be deducted from their last paycheck.

DAILY INCREMENTS

Vacation is allowable in no less than one hour increments.