

# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 435.7</b>		
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	<b>Last Revision Date:</b>	05-18-95	
<b>Effective Date:</b>			
<b>Section:</b>	Personnel	<b>Subject:</b>	Vacation Leave

## PURPOSE

Vacation Leave provides the twelve-month employee with time away from the job for rest and relaxation.

## PROCEDURE

### 1. Accrual of Vacation Leave

- 1.1 Professional/Administrative employees on a twelve-month, contractual assignment will accrue 13.75 hours per month or 165 hours vacation leave per year.
- 1.2 Classified, full-time, 12-month employees will accrue 7 1/2 hours (for 37 1/2 hour/week schedules) or 8 hours (for 40 hour/week schedules) vacation for each month of service completed for the first four (4) years of employment. At the beginning of the fifth year of full-time employment, vacation is accrued according to the following table. Changes in accrual rate are effective the first of the month following the employee's anniversary date.

#### Vacation Hours Accrued

<u>Year of Service</u>	<u>Clerical</u>		<u>Labor Trades</u>	
	<u>Hours: Per Year</u>	<u>Per Month</u>	<u>Hours: Per Year</u>	<u>Per Month</u>
Fifth (5)	127.5	10.63	136	11.33
Sixth (6)	135	11.25	144	12.0
Seventh (7)	142.5	11.88	152	12.67
Eighth (8)	150	12.5	160	13.33
Ninth (9)	157.5	13.13	168	14.0
Tenth (10)	165	13.75	176	14.67

- 1.3 Classified employees working less than 12 months will be given a salary adjustment. Their hourly rate based on a prorated share of the vacation accrual corresponding to the years of service will be added to their base salary.
- 1.4 Vacation is accrued only when an employee is actively at work or in an active pay status such as vacation, paid sick leave, or holidays. No vacation is accrued when an employee is on leave without pay.
- 1.5 For the purpose of determining vacation accrual during the first month of employment, an employee with an anniversary date prior to the 16th of the month, will accrue vacation from the first of that month. Employees with an anniversary date on the 16th of the month or later will accrue vacation from the first day of the following month.

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2. Use of Vacation Leave
  - 2.1 A new employee will accrue vacation hours from the date of employment but normally may not charge leave against that accrual until after satisfactorily completing three (3) months of service.
  - 2.2 Accrual of Vacation Leave
    - 2.2.1 Vacation leave will accrue up to twice the amount of vacation an employee is entitled to accrue. When this maximum is reached, no further vacation leave will be earned until the total earned has been reduced below the maximum. Vacation accrual thereafter will accumulate only to the maximum allowable.
  - 2.3 Employees whose salary is paid from other than college funds must use the earned vacation leave before the end of the fiscal year of that funding source.
3. Notification and Request Procedure
  - 3.1 Vacation Leave should be scheduled in advance, taking into consideration the needs of the department and the College.
  - 3.2 A "Request for Leave" form will be submitted to the appropriate supervisor.
4. Charging Vacation Leave
  - 4.1 Vacation leave is charged to the employee's vacation leave record in terms of hours. That is, for each day of vacation, 7.5 hours is charged to vacation leave for the employee who works a 7.5-hour day; 8 hours for an 8-hour day; and 9.25 hours for a 9.25-hour day. Fractional days taken are also converted into hours.
  - 4.2 When a paid holiday occurs during a vacation leave, the holiday will not be considered a day of vacation.
  - 4.3 Sickness occurring during a vacation leave period may be changed to sick leave upon presentation of a medical certification of the illness.
5. Payment for Unused Vacation

There is no provision for pay in lieu of earned vacation except at separation from employment. An employee who separates from employment will be compensated for all unused vacation hours up to the maximum accrual allowed. In the event of the death of an employee, such unused vacation hours will be paid to the designated beneficiary in the same manner.