

<b>CODE:</b>	<b>PSL – 707</b>
<b>SUBJECT:</b>	<b>Vacation Policy</b>
<b>ADOPTED:</b>	<b>February 16, 1999</b>
<b>REVISED:</b>	<b>April 13, 2010</b>

Independence Community College provides vacation days to all full-time administrators, full-time non- faculty staff, and continuing part-time employees based upon the length of continuous employment outlined in College procedures. After completing one year of employment, part-time employees are provided five (5) vacation days per year.

Paid vacation days/hours earned can be accrued up to the maximum number of days/hours earned during a fiscal year. This maximum accrual is limited to the total maximum accrued amount of one year.

All those employed at the time of policy adoption shall receive vacation days as previously earned.

In the event of the death of an employee, the College will compensate the deceased employee’s beneficiary or beneficiaries for the unused days/hours of vacation time.

**Procedure**

**Vacation**

1. All full-time non-faculty, non-coaching staff and continuing part-time non-exempt (hourly) employees earn vacation days/hours consistent with Board Policy beginning the first day of the month following the start of employment. After completion of one year of employment, continuing part-time non-exempt employees earn up to a maximum of 20 hours of vacation pay per year.
2. Vacation days/hours require the supervisor’s approval in advance of the leave. Approval may be rescinded with the Cabinet-level manager’s approval.
3. Vacation days/hours accrue monthly based on the completion of years of service from the following schedule (hours accumulate effective the first of the following month):

Exempt (salaried) Full-time Employees

Continuous ICC Employment	Monthly Accrual	Maximum Annual Carryover
Less than five years	.83 days per month	10 days
Five to nine years	1.25 days per month	15 days
10 years and longer	1.67 days per month	20 days

Non-Exempt (hourly) Full-time Employees

Continuous ICC Employment	Monthly Accrual	Maximum Annual Carryover
Less than five years	6.6 hours per month	80 hours
Five to nine years	10 hours per month	120 hours
10 years and longer	13.3 hours per month	160 hours

Non-Exempt (hourly) Continuing Part-Time Employees		
Continuous ICC Employment	Monthly Accrual	Maximum Annual Carryover
Less than one year	0 hours per month	0 hours
More than one year		20 hours
		20 hours maximum per year

Note: Full-time employees may have, with prior supervisor approval, a negative vacation balance of up to 5 days or 40 hours. Continuing part-time employees may have, with prior supervisor approval, a negative vacation balance of up to 20 hours. Employees who have a negative balance upon termination of employment may be required to repay the unearned time off.

4. An accounting of vacation time for eligible employees may be accessed on Payroll System
5. Retiring or terminating employees will receive pay for unused vacation days/hours.
6. In the event of the death of an employee, the College will compensate beneficiaries (as designated in the employee's KPERS beneficiary information) the balance of unpaid vacation.

Example: Pat has been employed with the College for six years and currently earns 10 hours of vacation time each month. On July 1, Pat had 16 hours of carryover vacation time. In August, Pat asks, and is approved, for 40 hours of vacation to be taken in mid-September. Pat will use earned and unearned time off when taking vacation in September. After the time off work, Pat will have a negative vacation balance until October 1. On November 1, Pat's time off on the SIS will show a balance of 16 hours (the amount carried over) since Pat will have earned enough in the current fiscal year to cover the vacation time used to date.