

**VACATION BENEFITS
THE PEOPLE CENTER
(does not cover Faculty)**

POLICY STATEMENT

Employees are eligible for paid vacation time based on their job classification and length of service.

Vacation is calculated on an academic year basis (Sept. 1 to Aug. 31) and may not be carried over from one academic year to the next with the following exceptions. Full-time staff and part-time staff working at least 20 hours per week, may carry over up to five vacation days from one leave year to the next. At the end of each accrual year (August 31), any unused vacation time up to 5 days for full-time staff and part-time staff will automatically be brought into the next year's vacation balance.

Employees are eligible to take vacation any time during the year depending on the needs of the College. Employees should arrange with their manager to take vacation at times other than peak periods in their departments. Seniority of personnel will be a consideration in vacation scheduling.

An employee must receive approval for vacation time from his or her manager. An employee requesting vacation time prior to actual accrual or requesting more than 15 working days at one time must submit a written request to the department supervisor for approval.

Vacation time shall be earned on the following basis:

Period of Service

Length of Vacation

**1. Specialist 2, Specialist 3, Management
and Administrator Bands**

1-14 years of service	1.667* days (12.5 hours) for each full month not to exceed 20 working days per academic year.
15 years plus	2.08* days (15.63 hours) for each full month not to exceed 25 working days per academic year.

2. Operations and Specialist 1 Bands

b. 1-5 years service	1.25* days (9.38 hours) for each full month not to exceed 15 working days per academic year.
c. 6-24 years service	1.667* days (12.5 hours) for each full month not to exceed 20 working days per academic year.
d. 25 plus subsequent years	2.08* days (15.63 hours) for each full month not of service to exceed 25 working days per academic year.

* The vacation time for partial days less than 40/37.5 hours per week will be prorated.

* Staff who were eligible for the Classification 7-11 accrual rates prior to September 11, 2009 will have the higher accrual rates grandfathered for the duration of their employment.

If a College-recognized holiday falls during an employee's vacation period, the day is to be



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counted as a holiday rather than a vacation day.

If an employee becomes ill during scheduled vacation, the time required for treatment may be charged to sick leave on approval from their manager. The manager may require verification of illness to grant approval. All rules of sick leave will apply to this case. (See sick leave policy).

Regular full- or part-time employees working at least 20 hours a week but less than 37.5 hours a week accrue vacation benefits based on actual hours worked.

On termination from the College, any employee who has not used the full amount of accrued vacation to which they are entitled will receive pay in lieu of unused accrued vacation up to the point of separation. Benefits will not be accrued beyond the last official actively at work day.

Conversely, if an employee has taken more vacation than they have earned when employment is terminated, the employee will have an adjustment made in their final paycheck equal to unearned days taken. Upon death of an employee, the amount of pay in lieu of vacation to which they are entitled shall be paid to the estate.

The People Center policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on the People Center website for the most current version. This policy does not constitute an employment contract.

