

SOUTHWESTERN COMMUNITY COLLEGE	HUMAN RESOURCES/INFORMATION TECHNOLOGY VACATION LEAVE	Policy 4.02.04
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1. The primary purpose of paid vacation leave is to allow and encourage every employee to renew their physical and mental capabilities and to remain a fully productive employee. Employees are encouraged to request vacation leave in advance during each year in order to achieve this purpose. Vacation leave may also be requested for other periods of absence for personal reasons, absences due to adverse weather conditions and for personal illness or illnesses in the immediate family when the employee has exhausted sick leave. Vacation leave must be exhausted before an employee goes on leave without pay, except in cases of the birth or adoption of a child as covered under the Family and Medical Leave policy.
2. An employee may charge time lost for tardiness to his/her vacation leave account. The College may make deductions from the employee's pay check where excessive tardiness or absenteeism occurs.
3. Full-time Faculty (Curriculum Instructors)
 - A. Full-time Faculty who have previously accrued vacation leave may carry it forward, use it in lieu of sick leave, or be paid for it upon resignation or retirement subject to limits in section 9.
 - B. Full-time Faculty are not entitled to use vacation leave while the College is in session. Any time taken as "vacation leave" must be scheduled only when the College is not in session except for designated professional development and/or other special days as indicated in the College's annual calendar.
4. Full-time Non-instructional Personnel and Faculty (Occupational Instructors)
 - A. Scheduling Leave - Vacation leave shall be taken only upon the appropriate Vice President's authorization. Employee preferences should be considered and schedules worked out bearing in mind individual and College needs; however, based on the College's needs, an individual may be required to take leave at a different time.
 - B. Leave Credits - The leave credit rate is based on length of total permanent state service. Employees hired on or before the 15th of the month will earn leave for the month. Employees hired on or after the 16th of the month will not earn leave for the month.

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Years of Total State Service ¹	Hours Granted Each Month	Hours Granted Each Year	Days Granted Each Year
Less than 5 years	9 hours 20 minutes	112	14
5 but less than 10 years	11 hours 20 minutes	136	17
10 but less than 15 years	13 hours 20 minutes	160	20
15 but less than 20 years	15 hours 20 minutes	184	23
20 years or more	17 hours 20 minutes	208	26

- C. Maximum Accumulation and Conversion - Vacation leave may be accumulated without any applicable maximum until June 30 of each fiscal year. On June 30 of each year or upon separation of service, any employee with more than two hundred forty (240) hours of accumulated leave shall have the excess accumulation automatically converted to sick leave.
- D. Advancement
- i. Vacation leave may be advanced by the College President in an amount not to exceed what an employee can earn during the current fiscal year.
 - ii. New employees may be granted leave only as it is earned through the first six (6) months of service. After six (6) months, an employee may be advanced the amount of leave he would earn during the remainder of the fiscal year.
 - iii. An employee desiring an advance must submit, in addition to the regular request form, a statement of need outlining the circumstances which require use of as-yet-earned vacation time. Each case will be judged on its merits and consideration given as to the urgency of the request and the College's needs.
- E. Leave Charges - For each leave period requested, leave shall be taken in units of no less than one (1) hour and in quarter hour increments thereafter. Leave to be paid as terminal leave and leave to be exhausted before disability retirement or leave without pay shall be in units of one (1) hour.

¹ "Total State Service" is defined as full-time permanent, trainee, probationary, provisional appointments whether subject to or exempt from the State Personnel Act, if the employment is for a recognized employing agency affiliated with the State of North Carolina.

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8. Transfer of Vacation Leave - Leave may not be transferred into the College from other state agencies or local educational agencies.
9. Separation - Payment of Vacation Leave
- A. Lump sum payment for leave is made only at the time of separation. An employee shall be paid in a lump sum for accumulated leave not to exceed a maximum of 240 hours when separated from the college service due to resignation, dismissal, reduction-in-force, death or service retirement. For monthly payrolls, if the last day of terminal leave falls on the last work day in the month, pay shall be made for the remaining non-workdays in that month.
- Employees retiring on disability retirement may exhaust leave rather than be paid in a lump sum.
- B. If an employee separates and is overdrawn on leave, deductions will be made from the final salary check. It will be deducted in full hour units, i.e., a full hour for any part of an hour overdrawn.
- C. Payment for leave may be made on the regular payroll or on a supplemental payroll, reflecting the number of days of leave and the amount of payment. Leave may be paid through the last full hour of unused leave.
- D. Retirement deduction shall be made from all terminal leave payments.
- E. The last day of work is the date of separation, except that when an employee exhausts sick and vacation leave before disability retirement, the date separated will be the ending date of vacation leave. In the latter case, the employee continues to accumulate vacation leave during the period of exhausting leave.

Adopted: January 2011

Revised: July 23, 2013