

## Lakeland Community College

POLICY TITLE:	VACATION LEAVE
POLICY NO:	3354-2-20-52
ORIGINALLY APPROVED DATE:	12/07/00
REVISED DATE(S):	06/20/25; 03/06/03
EFFECTIVE DATE:	06/20/25
NEXT REVIEW DATE:	06/2030
RELATED PROCEDURE:	HR20-52
RESPONSIBLE OFFICE:	DEPARTMENT OF HUMAN RESOURCES
APPROVED BY:	BOARD OF TRUSTEES

This policy applies to all full-time, partial-year, and part-time continuing and non-continuing administrator, supervisory/professional, and staff employees.

### A. Definition

1. The college regards vacation hours, payable to an employee at his/her regular or base hourly wage (including shift differential where applicable), as earned hours for rest and relaxation.

### B. Rate of Accrual

1. All full-time continuing and temporary and partial-year administrators, supervisory/professionals, and staff will earn vacation time from the first day of employment.

#### a. Staff

- i. The rates of accrual for each hour of work and each year are as follows:

Employment Year	Hourly Accrual Rate	Annual Accrual
Start through completion of five years	.0462/hour worked*	12 days
During sixth year	.0577/hour worked*	15 days
During eighth year	.0692/hour worked*	18 days
After completion of tenth year	.0769/hour worked*	20 days

\*Based on 2,080 paid hours.

- ii. Part-time continuing, part-time non-continuing (in positions of greater than six months and 520 hours of continuous employment), and partial-year staff will accrue vacation time at the rate of .0462 hours per hour worked throughout their employment with the college.

#### b. Administrators and Supervisory/Professionals

- i. The rate of accrual for full-time administrators and supervisory/professionals is 6.67 hours per pay period, up to 20 days per year.
- ii. Partial-year and part-time administrators and supervisory/professionals will accrue a pro-rated allocation of 160 hours based on FTE.

### C. Accrual Limits

#### 1. Staff

a. In no case can vacation time be accumulated at more than sixteen (16) hours greater than the annual accrual amount without written approval of the supervisor and the Chief Human Resources Officer and the Vice President and/or President.

i. Employees who do accrue hours in excess of sixteen (16) hours beyond the annual rate will automatically forfeit the additional hours unless approved pursuant to paragraph (C)(1)(a) above.

#### 2. Administrators and Supervisory/Professionals

a. The maximum number of vacation hours which may be carried forward to a subsequent fiscal year shall not exceed 120 hours greater than the annual accrual amount (160 hours) for a maximum of 280 hours.

b. Administrators and supervisory/professionals with accrued vacation balances that currently exceed 280 hours at the end of FY 2025 may carry over those balances in FY 2026; however, for those employees, the maximum number of 280 vacation hours that may be carried forward will begin on July 1, 2027.

### D. Conditions for Use of Vacation Time

#### 1. Staff

a. Only that vacation which has been earned and accrued to date may be accessed.

b. Any absence due to vacation must be approved in advance by the supervisor of record.

c. Upon termination of employment, staff employees will be paid at their then-current hourly rate for accrued, unused vacation time.

#### 2. Administrators and Supervisory/Professionals

a. With approval of the Chief Human Resources Officer and the Vice President and/or President, administrators may access earned, accrued vacation and that portion of the current year's allocation which remains to be earned, the latter of which is subject to repayment in the event the administrator resigns prior to completion of the fiscal year.

b. Any absence due to vacation must be approved in advance by the supervisor of record.

c. Upon termination of employment, administrators and supervisory/professionals will be paid, at their current hourly rate, for accrued, unused vacation hours plus unused current period vacation pay up to 280 hours.