



## **404 POLICY – Vacation Leave**

### **404.1 Statement of Policy**

All full-time, twelve-month employees of Redlands Community College earn paid vacation leave benefits while employed with the College. All employees on less than twelve-month contracts shall not earn any vacation leave.

### **404.2 Accrual**

Vacation leave benefits begin accruing on the date that full-time employment with the College commences. The rate of accrual is established by College administration and is published in the Procedures section of the Policies and Procedures Manual.

### **404.3 Accumulation**

Accrued vacation leave benefits may be accumulated to a maximum amount that is established by College administration and is published in the Procedures section of the Policies and Procedures Manual.

### **404.4 Abstention for New Employees**

New employees shall not be entitled to take earned vacation leave during the first three (3) months of employment, unless approved at the time of hire.

### **404.5 Termination of Employment**

Upon termination of employment, by resignation or otherwise, the employee shall be entitled to compensation for any accrued, unused vacation leave at the employee's regular rate of pay.

### **404.6 Administrative Leave**

The President of the College is also authorized to put employees on paid administrative leave up to 32 days per year if, in the judgment of the President, there are internal circumstances that warrant an employee's absence from the workplace for the benefit of the college or the employee. Administrative leave shall not be deducted from an employee's vacation or sick leave accrual. In the case of an appeal of termination under



Policy 415 Employee Due Process, the President is authorized to increase that amount of administrative leave to coincide with the appeal process.

Adopted 1991

Revised February 2014

Revised September 2018

Revised December 2020



**404 PROCEDURE – Vacation Leave**

**404.1:1 Procedure for Using Vacation Leave**

All full-time employees entitled to vacation leave must send an email to their immediate supervisor to request vacation leave. Vacation leave is not granted until the supervisor approves the leave by replying to the email indicating his/her approval of the leave. If a support staff employee has accrued compensatory time, the employee’s request for vacation leave will not be approved; unless the employee is subject to lose said leave due to having reached the maximum amount of accrued vacation leave.

**404.1:2 Monthly Leave Report**

All full-time employees will be required to submit a Monthly Leave Report when leave of any type (Sick, Vacation, Personal, Bereavement or Professional) is taken; or Compensatory Time is earned or used during the month. This report is to be submitted to the employee’s immediate supervisor on the last working day of the month.

The immediate supervisor is responsible for ensuring that all leave taken, and Compensatory Time earned or used during the month is recorded on the employee’s Monthly Leave Report. The immediate supervisor will sign and forward the report in a timely manner to the Vice President or Dean for their signatures. The completed report with all required signatures will be forwarded to the Human Resources Department. A Monthly Leave Report is not required if no leave (Sick, Vacation, Personal, Bereavement or Professional) has been taken; and no Compensatory Time has been earned or used during the month.

**404.2:1 Accrual of Vacation Leave for all 12-Month Contracts, which includes Administrative and Professional Staff and Faculty**

All full-time Administrative and Professional Staff and Faculty on twelve (12) month contracts shall earn:

1 – 9 years of service	10 hours per month
10 + years of service	16 hours per month

A maximum of fifteen (15) consecutive days of vacation leave may be taken at any one time. Years of service is based on continued non-interrupted full-time employment.



**404.2:2 Accrual of Vacation Leave for Support Staff**

All full-time Support Staff on twelve (12) month contracts shall earn:

1 – 3 years of service	6.667 hours per month
4 – 9 years of service	10 hours per month
10 + years of service	16 hours per month

A maximum of ten (10) consecutive days of vacation leave may be taken at any one time. Years of service is based on continued non-interrupted full-time employment.

**404.3:1 Accumulation of Vacation Leave for Administrative and Professional Staff and Faculty on 12-Month Contracts**

All full-time Administrative and Professional Staff and Faculty on twelve (12) month contracts may accumulate vacation leave to a total of one-hundred sixty (160) hours.

**404.3:2 Accumulation of Vacation Leave for Support Staff**

All full-time Support Staff on twelve (12) month contracts may accumulate vacation leave to a total of one-hundred sixty (160) hours.

Adopted 1991  
Revised January 2014  
Revised May 2016  
Revised July 2020