

ARTICLE 26

VACATION

26.1 All ten (10) month, eleven (11) month and twelve (12) month employees are eligible for paid vacation in accordance with the schedule in provision 26.2 below.

26.2 Service requirements below are in terms of full-time service. Vacation accrual shall be earned on a pro-rata basis by employees who work less than full time.

Vacation Accrual Per Monthly Pay Period

SERVICE REQUIREMENTS	DAYS	HOURS (Hourly Equivalent of Days)
1 Month to 3 Years	5/6	6-2/3
37 Months to 6 Years	1-1/4	10
73 Months to 10 Years	1-5/12	11-1/3
121 Months to 15 Years	1-7/12	12-2/3
181 Months to 20 Years	1-3/4	14
241 Months to 25 Years	1-11/12	15-1/3
301 Months and Over	2	16

26.3 Any full-time employee who, on October 1, 1984, was accruing sixteen (16) hours or two (2) days of paid vacation for each qualifying month of service, and who was subsequently moved into the SSP Series as a result of implementation of that series, shall continue to accrue vacation at that rate for the life of this Agreement, provided the employee remains in the SSP series. Vacation accrual shall be earned on a pro-rata basis by such an employee who works less than full time.

26.4 Academic year employees are not eligible for paid vacation.

26.5 For purposes of computing vacation accrual, an employee who works eleven (11) or more days in a monthly pay period is considered to have completed a month, a month of service, or continuous service. When an absence without pay of more than eleven (11) consecutive working days falls into two (2) consecutive qualifying monthly pay periods, one (1) of the pay periods is disqualified.

- 26.6 An authorized leave of absence without pay shall not be considered service for the purposes of vacation accrual.
- 26.7 Vacation credits are cumulative to a maximum of three hundred and twenty (320) working hours for ten (10) or less years of qualifying service, or four hundred and forty (440) working hours for more than ten (10) years of such service. Accumulations in excess of these amounts as of January 1 of each year shall be forfeited by the employee, except as provided in 26.10 and 26.11.
- 26.8 Vacations shall be scheduled and taken only as authorized by the appropriate administrator. If a conflict in vacation requests arises, the appropriate administrator may give consideration to the employee(s) having the longest length of service at the campus provided that operational needs are met.
- 26.9 Requests for scheduling vacation shall be submitted in writing to the appropriate administrator at least thirty (30) days in advance. When authorized to do so by the appropriate administrator, an employee may take vacation without submitting such a request. When a request is submitted in writing, the appropriate administrator shall respond in writing, either approving or denying the request. Failure to respond within ten (10) days to a timely request shall constitute approval of the request.
- 26.10 The President may permit an employee to carry over more than the allowable credits pursuant to provision 26.7 when the employee was prevented from taking enough vacation to reduce the credits because the employee:
- a. was required to work as a result of fire, flood, or other extreme emergency;
 - b. was assigned work of priority or critical nature over an extended period of time;
 - c. was absent on full salary for a compensable injury; or
 - d. was prevented from using vacation previously scheduled to be taken in December because of being on paid sick leave.
- 26.11 Whenever an employee's accrued vacation amount will exceed or has exceeded the maximum accrual by the end of the calendar year as a result of the denial of one or more requests by the employee to schedule and use vacation in the last quarter of the calendar year, the following procedure shall apply:
- a. The employee shall submit a vacation request for the use of the excess vacation and the appropriate administrator shall respond to the request within ten (10) working days.

- b. In the event that the request has not been granted within the ten (10) day period, the employee and the appropriate administrator shall attempt to reach mutual agreement on alternatives dates on which to use the excess vacation.
 - c. If the employee and the appropriate administrator are unable to reach agreement, the employee may suggest three (3) alternative, non-overlapping periods of vacation time to be completed no later than June 30 of the new calendar year to utilize the excess vacation. The appropriate administrator shall agree to one of the three scheduling options submitted by the employee.
 - d. If the employee fails to submit the three (3) scheduling options for use of the excess vacation, the appropriate administrator will direct the use of vacation on days to be determined by the appropriate administrator.
- 26.12 A probationary employee shall not take vacation until completion of one (1) month in work status.
- 26.13 Upon separation from service without fault on their part, an employee is entitled to a lump-sum payment as of the time of separation for any unused or accumulated vacation or CTO. The vacation sum shall be computed by projecting the accumulated time on a calendar basis so that the lump sum will equal the amount which the employee would have been paid had they taken the time off, but not separated from service.
- 26.14 Employees separated from service through fault of their own are entitled to a lump-sum payment for any unused or accumulated vacation or CTO. The computation of this sum shall be based on actual accumulated time without projection as provided in 26.13.