



## ADMINISTRATIVE PROCEDURE

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**TITLE: Vacation Leave for Administrative/Confidential-Exempt Employees**

**ADMINISTRATIVE PROCEDURE # 7345**

**RELATED TO POLICY # 7240 ADMINISTRATIVE-EXEMPT EMPLOYEES**

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### A. Accrual

1. Exempt employees accrue vacation leave at 6.667 hours per pay period to equal 160 hours per year. Vacation leave begins accruing upon date of hire.
2. Exempt employees may accrue up to eighteen months' vacation (240 hours) at any time.

### B. Approval

1. All requests for vacations are approved by the immediate supervisor and shall be scheduled in with as much advance notice as possible.
2. Supervisors have the responsibility to assure that the operations of the college continue when employees are on vacation. As such, supervisors may approve or deny requests based upon the needs of the college and may require coordination of vacation requests with other employees.

### C. Payout at Separation

1. Exempt employees who separate from employment for any reason will receive a vacation payout for accrued but unused vacation hours up to the date of separation but for no more than 240 vacation hours.
2. Employees may not elect to receive pay in lieu of earned vacation leave except upon separation from the college.

### D. Exceptions

Any exceptions to this administrative procedure must be submitted to the Executive Director of Human Resources.

### RESPONSIBILITY:

The Executive Director of Human Resources is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE: 2026-2027**

**DATE OF ADOPTION: 11/19/2019 by CC**

**DATE(S) OF REVISION: 6/8/2011; 4/3/2018 by CC; 6/7/2023 by CC**

**DATE(S) OF PRIOR REVIEW:**