

**Policy Category:** Administrative Policies  
**Policy Number:** 2.16  
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**Policy Title:** Vacation Carry-Forward Policy  
**Policy Approved:** 8/1/2017

**Pages:**

This policy governs Vacation Carry-Forward Policy for all eligible Hocking College employees.

Collective bargaining agreements or employment contracts for employees, if different from this policy, will be honored.

Accrual

Vacation for eligible employees is accrued on a monthly basis up to 160 hours total accrual. Bargaining unit members (both support staff and non-teaching professional) should review the vacation accrual portions of their respective negotiated agreements to determine their rates of vacation entitlement.

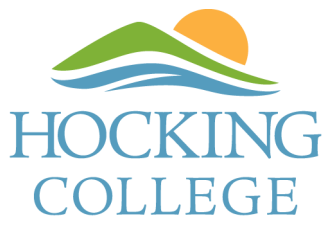
Paid vacation is not earned during an unpaid leave of absence without regular pay. Employees earn vacation days based on the length of their employment.

Non-Bargaining/Non-Exempt Employees Only:

Completed Years of Service	Accrual / Month
0-6 years	6.72 hours (2 weeks/year)
7-12 years	10 hours (3 weeks/year)
13-16 years	13.36 hours (4 weeks/year)
17 or more years	16.64 hours (5 weeks/year)

Non-Bargaining Exempt Employees

Completed Years of Service	Accrual / Month
0-16 years	13.36 hours (4 weeks/year)
17 or more years	16.64 hours (5 weeks/year)



#### Vacation Usage and Reporting

Use of vacation is subject to approval and final approval by the employee's supervisor and Human Resources prior to the requested time-off and should be presented by the employee at least two weeks prior to the requested dates. Each department is to insure that vacation leave used is properly reported in the pay period in which the leave is taken. Vacation hours cannot be used or reported on a day observed as a legal holiday by the College. Vacation compensation by itself, or in combination with other compensation, shall not exceed the normal scheduled work day or work week earnings.

It is the responsibility of the employee with the assistance of Human Resources when needed to track and manage their vacation leave balances. Employees who allow their vacation time balances to become negative in quantity may be subject to disciplinary action up to and including termination of employment.

#### Vacation Accumulation and Carry-Over

Eligible employees that are subject to this policy may accumulate up to 160 hours (20 days) of vacation throughout a given fiscal year. Ten (10) days or 80 hours maximum may be carried over to the next fiscal year (July 1 – June 30). All of the ten (10) days or 80 hours maximum that is carried over to the next fiscal year must be used and exhausted by December 31 of that fiscal year.

#### Implementation 2015-2016 Plan

Current employees will be encouraged to use earned leave to assure, as of June 30, 2016, employees will carry-forward no more than 80 hours to be used by December 31, 2016.

#### Payout of Eligible Vacation Time

Separation: Upon separation from service, all employees shall be entitled to compensation for any earned, but unused vacation.

In the case of death of an employee, unused vacation shall be paid to the next of kin or the estate of the deceased employee.

This vacation policy does not apply to student employees.