

1	NMC Parameters	1432.01
Staff Policy		

1432.01 VACATION

Administrative/Managerial, Professional and Technical/Paraprofessional Staff

Vacation time will be accrued according to the staff policy up to a maximum of two times the annual accrual. Full-time staff will accrue 20 days or 160 hours per fiscal year. Part-time regular or limited annual contract employees will accrue time on a pro-rated basis. Employees at the maximum allowed accumulation on July 1st will begin to accumulate time again when the balance falls below the maximum allowed. The accrual will be added into the balance biweekly (the last day of the pay period).

Support Staff

Support staff on regular, full-time annual appointments shall accrue vacation time biweekly, at the end of each pay period, with rates progressing on their anniversary date according to the schedule in the Vacation Policy. Vacation time will be accumulated up to a maximum of two times the annual accrual.

Support staff on annual part-time appointments shall accrue vacation on a prorated basis according to the schedule and maximums listed in the Vacation Policy. Vacation time will be allowed to accumulate up to a combination of sick leave and vacation time to 180 calendar days. This will substitute for wage continuation for which part-time employees are ineligible. Use of accumulated time will be coordinated with the annual maximum accrual rate and the supervisor.

Request for Leave

The use of vacation time will be requested by the employee in advance and must be approved in advance by the immediate supervisor. Time may be used and reported in quarter hour increments and reported to the payroll office after all signatures are obtained on the absence reporting slip.

Special Circumstances

Under certain circumstances individual employees may be allowed to use vacation time up to a negative ten days total, annually. Such circumstances may include, but not limited to: moving time for new employees, sickness of employee and/or family before sick leave accumulation, an extended vacation, etc.

Upon termination of employment employees will be paid for unused vacation time calculated on a pro-rated basis for the portion of the year that they worked, up to a maximum of two times the annual days awarded.

AUTHORIZATION OF ADMINISTRATIVE PROCEDURE

Director of Human Resources authorization: _____

Date authorized: _____ Effective Date: _____