



Personnel Policies and Procedures

Vacation Leave

Effective Date: July 1, 2009

Board Approval: June 9, 2009

1. Purpose

To outline the Tooele Applied Technology College (TATC) vacation policy.

2. Policy

2.1. Eligible Employees. Regular, salaried staff are entitled to vacation leave. Each employee is encouraged to use all vacation days available under this policy each year. At any time during the fiscal year, with supervisor approval of scheduling, employees may use any portion of the vacation days which they have accrued.

2.2. Staff Vacation Calculation. Regular, full-time, salaried, staff earn vacation time according to the following schedule. Regular, salaried staff working between 75 percent FTE and 100 percent FTE accrue vacation in proportion to the percent of time worked.

	Years of Service	Service In Months	Days per Year	Maximum Carryover
Classified Staff	0 thru 3	0 thru 36	12	18
	4 thru 6	37 thru 72	15	23
	7 thru 9	73 thru 108	18	27
	10+	109+	21	32
Professional Staff	0 thru 3	0 thru 36	15	23
	4 thru 6	37 thru 72	18	27
	7+	73+	21	32
Executive Staff	No Requirement	No Requirement	21	32

2.3. Anniversary Date. Employees' vacation anniversary dates will be established on the first day of the month in which the employee is hired, if hired between the first and the fifteenth of the month, and on the sixteenth day of the month if hired between the sixteenth and the end of the month.

2.4. Previous Employment. New TATC employees may use previous full-time employment with the State of Utah, including employment with public and higher education entities, to establish their vacation rate. Previous service must be documented, in writing, by the relevant State of Utah employer(s) and submitted to the TATC Accounting Supervisor within three months of beginning employment with the TATC.

2.5. Vacation Carryover. Vacation days may be carried forward from one fiscal year to the next in accordance with the "Maximum Carryover" section of table in Section 2.2. above. Unused days in excess of the allowed maximum carryover are forfeited.

2.6. Vacation Scheduling. Vacation days may be taken on any regular work day with the approval of the employee's immediate supervisor and in accordance with the employee's workload. No more than 10 days of vacation may be taken consecutively except through special arrangement with the Campus Division Vice President or Director or Campus President.

2.7. Termination of Employment.

2.7.1. The maximum vacation paid upon termination cannot exceed 30 days plus the current year's earned and unused vacation.

- 2.8. Hourly Employees.** No provision.
- 2.9. Faculty.** A full time (1.0 FTE) faculty earns 15 flexible, 8 hour, days during each academic year which may be taken at any time during the fiscal year with prior approval from their immediate supervisor. At the end of each fiscal year faculty will be allowed to carry forward a maximum of 5 vacation, 8 hour, days into the next fiscal year. Faculty working less than 1.0 FTE but at a minimum of .75 FTE will earn vacation at the prorated amount and will carry forward at the prorated amount based upon their appointment.
- 2.9.1.** Faculty vacation shall be prorated based upon the new employee's hire date for the first fiscal year of employment.
- 2.9.2.** Upon termination at any time of employment, faculty are not eligible for any payout of vacation.