

Refer to Section B Personnel  
Human Resources Unit  
**Procedure for B26 Vacation Leave**



1. Vacation leave is granted as follows:
  - a. Support staff accrue 10 days of paid vacation per year. At the completion of ten years of continuous service, support staff accrue 15 days of paid vacation per year.
  - b. Non-administrative faculty with 12 month academic contracts will accrue 10 days of paid vacation per year.
  - c. Administrative staff (Director level) accrue 15 days of paid vacation per year. At the completion of ten years of continuous service, Administrative staff accrue 20 days of paid vacation per year.
  - d. Academic officers who have 12-month positions and selected administrators will accrue 20 days of paid vacation leave per year.
  - e. Senior officers accrue 22 days of paid vacation per year. At the completion of 5 years of continuous service, senior executive officers will receive an additional 5 days of leave annually for each year of service up to 20 years of service.
2. Vacation days accrue on a payroll cycle basis in hourly increments. Available sick leave and vacation leave balances, as well as the number of days of leave taken, appear on employee payroll check stubs.
3. Changes in the rate of accrual are made on the anniversary date of hire for length of service changes. Changes in leave accrual due to promotion are made on the effective date of the new position.
4. Vacation time will not accrue beyond twice the amount of vacation any employee is entitled to receive during one year of service. When this maximum ceiling is reached, no further vacation will accrue until the total available has been reduced below the maximum ceiling.
5. Whenever possible, supervisors will try to arrange employees' vacation schedules to suit their personal requests. An employee requesting vacation should do so as far in advance as feasible unless an emergency situation arises to prevent this from being done. This request is to be made in writing on the Request for Vacation form (see end of section). Vacation leave will be approved at the convenience of the college.
6. Employees are expected to take their vacations at times that fit with the college schedule. The supervisor reserves the right to limit the number of employees who

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may be absent from any department at any one time and to deny any leave for a request when the employee's absence would place an undue hardship on other employees in the department or on the current operations of the college.

7. Vacation time can be used and subtracted from the cumulative record of vacation days as follows: Non-exempt employees record to the nearest one-quarter hour; exempt employees record in one-day increments. (This is in accordance with the Fair Labor Standards Act.
8. An employee must report all vacation days to their supervisor. Non-exempt employees will record vacation time on their timecards. Supervisors will compile departmental vacation/sick records for exempt employees. Completed absence Notification forms will be verified and signed by the supervisor and forwarded to payroll for recording.
9. Provided the employee has given appropriate notice, an employee who leaves Midway College employment shall be compensated for all unused vacation days up to the maximum accumulation allowed. Accrued vacation is forfeit if sufficient notice of resignation is not provided, according to the following guidelines.
  - a. Support Staff – minimum of two weeks notice (10 work days)
  - b. Administrative Staff – minimum of three weeks notice (15 work days)
  - c. Senior Officers – minimum of eight weeks notice (40 work days)

In the event of the death of the employee, such unused vacation days shall be paid to the estate of the deceased employee in the same manner as above.

10. Leave accrued during an employee's initial probationary period will not be paid if the employee is dismissed prior to the end of the probationary period.
11. Payouts of unused vacation time will be paid in 80 hour increments over pay periods subsequent to the effective date of resignation.
12. Pay in lieu of vacation will not be granted to employees.
13. Payment for vacation time will be made on the regular payday. That is, any vacation time taken in any period will be paid at the regular payday covering that period.
14. Time off without pay for a short term may be granted by supervisor only for unusual circumstances and only when employee's vacation time is exhausted. For extended leave requests see Leaves of Absence procedures, Personnel 31.

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**REQUEST FOR VACATION LEAVE**

Name \_\_\_\_\_

Department \_\_\_\_\_

Position Title \_\_\_\_\_

Dates Requesting Vacation:

First Day of Leave \_\_\_\_\_

Last Day of Leave \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee Requesting Leave                      Date

\_\_\_\_\_  
Signature of Supervisor    Date