

PACIFIC UNION COLLEGE
NON-EXEMPT (HOURLY) EMPLOYEE PAID LEAVE POLICY
Effective July 1, 2009

Pacific Union College provides a paid leave program for its employees to grant an opportunity for reenergizing, rejuvenating, and promoting the well-rounded individual. Employees are required to take advantage of the vacation program at least once each year. The Human Resources office maintains vacation records and accruals.

Accrual Rates

Denominational Employment:	Vacation entitlement per year of full-time service:	Vacation/Holiday entitlement accrued per pay period:
0 to 4.9 years of service	2 weeks (10 days/80 hours)	.0749 x 76 = 5.69*
5 to 9.9 years of service	3 weeks (15 days/120 hours)	.0941 x 76 = 7.15*
10 or more years of service	4 weeks (20 days/160 hours)	.1134 x 76 = 8.62*

*Accrual includes vacation entitlement plus the nine school holidays.

Accrual and Usage Base

Nine days of Paid Leave is granted as holiday time and includes: New Year's Day, President's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and eight hours designated as a personal holiday (some employees use the eight hours on their birthday). Holidays that fall on Saturday are observed on the preceding Friday. Holidays that fall on Sunday are observed on the following Monday.

In addition to holiday time, vacation time is also granted as Paid Leave. The amount of vacation time is dependent upon the years of service. Please see vacation entitlement under Accrual Rates.

Annual Use of Vacation Time

Each fiscal year (July-June), non-exempt (hourly) employees are required to take at a minimum the following days (hours) of vacation time based upon years of service: under 4.9 years of service = 5 days (40 hours); under 9.9 years of service = 7.5 days (60 hours); 10 or more years of service = 10 days (80 hours). For part-time hourly employees eligible for vacation, the annual usage should be in proportion to the position FTE.

Banking Vacation Time

Employees are allowed to bank their vacation time during their employment with the College. However, there is a maximum amount of hours an employee may bank, based upon years of service: under 4.9 years of service = 15 days (120 hours); under 9.9 years of service = 22.5 days (180 hours); 10 or more years of service = 30 days (240 hours). The maximum amount of carryover on an annual basis can be no more than 50% of the current year accrual. **NOTE: If an employee has the maximum number of hours banked, vacation time WILL NOT accrue.**

Planning and Requesting Vacation Time

Vacation planning must be in conjunction with the employee's supervisor in order to provide for adequate coverage of responsibilities at all times. Arranged vacation time must be for the mutual benefit of the employee and employer and should take into consideration the schedule and welfare of the department operations. No more than four (4) weeks may be taken at any single time period.

Employees must complete a "Vacation/Paid/Sick/Extend Sick Leave Request" form to formally request vacation time. Requests should be submitted at least one month prior to the requested time off. Request forms must be signed by the employee's supervisor and submitted to Human Resources by the supervisor.

If the requested time off differs from the actual time off, a revised "Vacation/Paid/Sick/Extended Sick Leave Request" form should be submitted to the employee's supervisor for approval. The supervisor should submit the report to Human Resources the week following the employee's return and report the actual vacation time taken.