

**PACIFIC UNION COLLEGE**  
**SALARIED EXEMPT EMPLOYEE VACATION POLICY**  
*Effective July 1, 2003*

Pacific Union College provides a vacation 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**

NAD New Vacation Schedule for salaried exempt employees, effective January 2003:

<b>Denominational employment:</b>	<b>Vacation time per year of full-time service:</b>
During first 4 years	2 weeks (10 days/80 hours)
After 4 years	3 weeks (15 days/120 hours)
After 9 years	4 weeks (20 days/160 hours)

Part-time salaried employees with at least a 50 percent FTE accrue prorated vacation based upon the FTE for the part-time position.

Each pay period the employee pay stub includes an accounting of accrued vacation time including previous balance, new pay period accrual, time used during pay period, and new balance. Employees have thirty (30) days to indicate errors on the pay stub report otherwise the report is assumed to be correct.

**Accrual and Usage Base**

Salaried exempt employee vacation biweekly accrual is based upon a 40-hour workweek (as compared to a 38 hour week for hourly employees). For each day of vacation taken, salaried exempt employees are to reduce their vacation bank by 8 hours.

**Annual Use of Vacation Time**

Each fiscal year (July-June), salaried exempt 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 salaried 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).

**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 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 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.