

## ADMINISTRATIVE STAFF VACATION RECORD

Administrators earn a one month's vacation of 22 working days duration, during each full year of employment. The College recognizes that vacations provide a change of pace and a time for employees to relax and get away from everyday pressures. Administrators are encouraged to take full advantage of their vacation time.

Vacations are accounted for on a fiscal year basis. In an initial fiscal year of employment or a final one where only a part of the year is worked or where an employee contractually works less than a full 12 month year, earned vacation is pro-rated based on the number of full weeks worked in that year. The formula to determine the number of vacation days earned is:

$$\frac{\text{Weeks employed}}{\text{_____}} \times 22$$

52

Normally, the vacation earned in one fiscal year is used during the next fiscal year (the next summer) or it may be used during the current fiscal year. Vacation may be used as earned, but not before it is earned. Special needs for extraordinary vacation scheduling may be requested on an individual basis. Whenever vacation is used, it must be with the approval of one's supervisor and at the convenience of the College. Upon termination, current unused vacation will be paid to an employee, normally in the final paycheck.

- |    |  |       |
|----|--|-------|
| A. | Number of Days Earned But Not Used at End of Last Year   | _____ |
| B. | Number of Days Earned in This Fiscal Year  | _____ |
| C. | Total Vacation Days Used This Fiscal Year  | _____ |
| D. | Number of Days Carried Forward to Next Year (A + B - C)<br>(Maximum limited to number entered in line B above) | _____ |

The Leave Record is intended to record the vacation leave earned during each fiscal year and its subsequent use. Department Heads are responsible for submitting a record for each administrator in their department to their Division Head who will submit them to the Controller and Human Resources prior to July 10 each year. The Controller needs this vacation record to account for accrued vacation liability which the College is now required by the Financial Accounting Standards Board to reflect in the annual financial report.

**ADMINISTRATIVE STAFF VACATION RECORD**

Fiscal Year Ended June 30, 201\_

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Department

A. Number of Days Earned But Not Used at End of Last Year

B. Number of Days Earned in This Fiscal Year

VACATION DAYS USED THIS FISCAL YEAR

Month	Dates	No. of Days
July		
Aug		
Sept		
Oct		
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
June		

C. Total Vacation Days Used This Fiscal Year

D. Number of Days Carried Forward to Next Year (Maximum 22) (A + B - C)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head/Division Head Signature

\_\_\_\_\_  
Date