

EXEMPT SUPPORT STAFF LEAVE RECORD

Vacation

Exempt support staff employees earn a three week vacation during each full fiscal year. The employee receives four weeks vacation each year once ten full fiscal years of employment are completed and a one month vacation consisting of 22 work days once 15 years are completed. The College recognizes that vacations provide a change of pace and a time for employees to relax and get away from everyday pressures. Employees are encouraged to use their vacation time to the fullest advantage.

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:

$$\frac{\text{Weeks employed}}{\text{52}} \times 15 \quad \text{(or 20, or 22, depending on number of vacation days the employee is eligible to earn in a full year)}$$

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) _____
(Maximum limited to number entered in line B above)

Sick Leave

Paid time off for sickness is a privilege intended only for use when an employee is unable to work due to personal illness. Sick time is accounted for on a fiscal year basis.

Brief absences for minor illness may be authorized as paid sick leave by an employee's department head. Longer absences or more frequent brief absences require submission of a written medical verification from the employee's health care provider certifying the illness makes absence from work necessary.

When absence occurs because of illness, as many as 15 days each year will be allowed as sick leave. Up to 10 days of this annual allowance that remains unused is accumulated from year to year, up to a maximum of 26 weeks (130 days), for use during a medical absence that is lengthy. After any accumulation is used, the total may be reestablished up to the maximum of 26 weeks (130 days).

Upon termination, employees do not receive compensation for unused or accumulated sick time. The Office of Human Resources needs this sick leave record to determine time available to employees in the event of a lengthy absence.

- A. Number of Sick Days Not Used at End of Last Year (Maximum 130) _____
- B. Number of Sick Days in This Fiscal Year (15) _____
- C. Total Sick Days Used This Fiscal Year _____
- D. Number of Days Carried Forward to Next Year (A + B - C) _____
(Maximum limited to 10)

The Leave Record is intended to record the vacation leave and sick time 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.

EXEMPT SUPPORT 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 (A + B - C)
(Maximum limited to number entered in Item B above)

Employee Signature

Date

Department Head/Division Head Signature

Date

EXEMPT SUPPORT STAFF SICK LEAVE RECORD

Fiscal Year Ended June 30, 201_

Employee Name

Department

A. Number of Sick Days Not Used at End of Last Year (maximum 130)

B. Number of Sick Days in This Fiscal Year (15)

SICK DAYS USED THIS FISCAL YEAR

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

C. Total Sick Days Used This Fiscal Year

D. Number of Days Carried Forward to Next year (A + B - C)
(Maximum limited to 10)

Employee Signature

Date

Department Head/Division Head Signature

Date