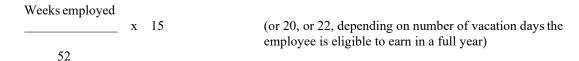
EXEMPT SUPPORT STAFF LEAVE RECORD

Vacation

Exempt Support Staff employees earn up to fifteen (15) days vacation during the first ten fiscal years of continuous employment. Beginning with the eleventh fiscal year, an employee earns twenty (20) days vacation in a fiscal year. Once twenty fiscal years of continuous employment are completed, and each fiscal year thereafter, the employee earns twenty-two (22) days vacation. The maximum number of days that can be carried forward to the next fiscal year is equal to the amount of vacation earned in the fiscal year. 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 the 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:



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 <u>before</u> 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 <u>July 10</u> 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, 202_

Employee N	Name Department	Department		
	r of Days Earned But Not Used at End of Last Year r of Days Earned in This Fiscal Year			
	VACATION DAYS USED THIS FISCAL YEAR	AR		
Month	Dates	No. of Days		
July				
Aug				
Sept				
Oct				
Nov				
Dec				
Jan				
Feb				
Mar				
Apr				
May				
June				
C. Total V	acation Days Used This Fiscal Year			
	r of Days Carried Forward to Next year (A + B - C) num limited to number entered in Item B above)			
Employee S	Date Date			
Department	Head/Division Head Signature Date			

EXEMPT SUPPORT STAFF SICK LEAVE RECORD

Fiscal Year Ended June 30, 202_

Employee	Name Department	Department		
	umber of Sick Days Not Used at End of Last Year (maximum 130) umber 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. Numb (Maxi				
Employee	Signature Date			
Departmen	at Head/Division Head Signature Date			