

**2.14.2.3.1 Faculty Vacation Leave
(Technical College Employees
Hired on/or after July 1,
1998; Community College
and System Employees Hired
on/or after January 14, 1998)**

Faculty are granted 22 days of vacation leave annually. Should a faculty member leave the service of KCTCS before the end of their contract, they will be granted a pro-rata vacation accumulation provided they leave in good standing.

Half time faculty or faculty with greater than half time contracts earn a pro-rata share of vacation days. Faculty with less than half-time schedules do not earn vacation.

Except for emergencies faculty may not take vacation while their classes are in session. Faculty vacation will not be carried year to year without prior written authorization by the appropriate college chief executive or administrative officer.

**2.14.2.3.2 Terminal Vacation Pay
(Technical College Employees
Hired on/or after July 1,
1998; Community College
and System Employees Hired
on/or after January 14, 1998)**

As a regular full-time or half-time employee who is separating from employment with KCTCS, you are eligible to receive wages or salary for unused accumulated vacation leave, at your date of separation, provided that you meet the following criteria:

- You successfully completed the new employee introductory period.
- You separate either (a) "in good standing," i.e., advance notice of two weeks for a nonexempt employee or one month for an exempt employee, (this notice may be waived at KCTCS' discretion) or (b) involuntarily for reasons other than misconduct.
- You will receive terminal vacation pay in the amount equal to your current balance of vacation leave as of your date of separation. The amount you receive will not exceed one year of your annual vacation leave allowance.
- Your date of separation is the last day that you actually work, even if terminal vacation pay is granted.

**2.14.2.3.3 Staff Vacation Leave
(Technical College Employees
Hired on/or after July 1,
1998; Community College
and System Employees Hired
on/or after January 14, 1998)**

If you are a full-time or half-time employee, KCTCS provides you with vacation pay. Vacations are scheduled at times that are most convenient to the department with due consideration given to your preference.

If you are a full-time staff employee who works twelve months per year, your annual vacation allowance is as follows:

- Fifteen days each year during the first five years of service.
- Twenty days each year at the sixth year of service and thereafter.

If you are a full-time staff employee who works eleven months per year, your annual vacation allowance is as follows:

- Twelve days each year during the first five years of service.
- Eighteen days each year at the sixth year of service and thereafter.

Employees who work less than ten months per year accrue no vacation allowance.

Vacation earned is credited monthly on the 15th of the month and may be used when credited and scheduled with your supervisor. Monthly vacation accruals are as follows:

	Length of Contract/Schedule Year		
Length of Service	12 Months/year	11 Months/year	10 months
0-5 years of	1.25 days/month	1.1 day/month	1 day/month
6 years and over	1.67 days/month	1.5 days/month	1.4 days/month

For work schedules between half-time and full-time vacation, employees accumulate vacation on a pro-rata basis. If your scheduled work week is not to be consistent throughout the year, your pro rata percentage to full-time will be calculated on an annualized basis. The principle governing pro rata percentages under this policy is to provide, within reasonable limits, an equitable allocation of paid vacation time for an eligible employee who is not full-time but works half-time or more.

KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

Vacation balances are limited to 40 days.

<u>6-22-98</u> Approval Date	<u>11-20-01; 3-5-04</u> Date(s) of Last Review	<u>11-20-01; 3-5-04</u> Date(s) of Last Revision <i>(Include all dates in chronological order)</i>	
(SIGNED) <u>Recommended by</u>	3-5-04 Date	(SIGNED) <u>President, KCTCS</u>	3-5-04 Date