

CLOUD COUNTY COMMUNITY COLLEGE

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TOPIC:  
Vacation and Holidays - Procedures

Policy Number:  
AP8

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Vacations

Full-time administrative personnel shall accumulate vacation time according to the following schedule:

- A. 12-month contracts: 13.34 hours per month in addition to days declared to be college holidays.
- B. Less than 12-month contracts: No vacation time is earned, but days declared to be holidays will be days off.

Vacation time may be accumulated until it reaches 1.5 times the scheduled time. In no case shall accumulated vacation exceed 30 workdays (240 hours) in one contract year.

Vacation time taken shall be recorded on a monthly leave card in not less than one-quarter day (2 hour increments).

Administrative personnel who resign prior to six (6) months of employment shall not receive payment for earned but unused vacation days.

Payment for earned but unused vacation days at the end of employment is addressed in AP7 Resignation, Termination and Nonrenewal – Procedures.

In the event of death, the designated KPERS beneficiaries will be paid for any earned but unused vacation days.

Holidays

See Policy C12.