



Summary of Employee Benefits (Leave)

Vacation Leave

[DED \(LOCAL\)](#)

Eligibility Regular budgeted employees working more than half-time, *other than teaching faculty*, are eligible for vacation leave. Part-time, periodic, and student employees are not eligible for vacation leave.

Benefit	1-7 years	6.67 hours/month
	8-10 years	8.00 hours/month
	11-15 years	10.00 hours/month
	16-Over years	13.33 hours/month

Vacation earned in a fiscal year (September 1 through August 31) must be taken before August 31 of the following fiscal year with an accumulation of no more than 30 days.

Terminating employees will be paid for up to 20 days of unused vacation time.

Division chairpersons and 12-month counselors are classified as 12-month employees and should use the same vacation and holiday schedule as other 12-month employees. Twelve-month instructional staff will follow the instructional staff holiday pattern.

Accrual Vacation leave is calculated and earned for each full month of employment. Employees are eligible to take vacation leave accrued after having completed their third full month of employment.

Cost to Employee None
