

Pitzer College
Time Accruals and Accounting Policy for Exempt Administrators
(Grades 5 and Above)

Eligibility

You must be a regular, benefits-eligible employee (not temporary), working at least 20 hours per week.

Vacation Earning Rate

Vacation is earned for time worked and is pro-rated for months during medical or unpaid leaves. Usage is in no less than 4.0 hour increments.

Full time exempt administrators earn vacation at the rate of 14.67 hours (1.83 days) per month.

Part-time exempt administrators earn a corresponding pro-rated amount. For example, a half-time employee (working 20 hours/week) will earn 7.34 hours per month (half of the full-time rate).

Maximum Balances

No employee may have more than 264 vacation hours at any time. You will not accumulate more time until some is used up. Maximums are pro-rated for part-time employees.

Usage

Usage is in no less than 4.0-hour increments. Vacation time cannot be taken in advance of accruing actual time off and will be taken as unpaid, if granted. Vacation time off must be arranged in advance with your supervisor.

An employee absent because of illness or injury may, with the approval of the supervisor, elect to use vacation hours if sick time has been depleted.

Record Keeping - It's Important!

You are responsible for tracking your own earnings and usage and reporting it on a monthly basis into the electronic time and attendance system. Please contact Human Resources if you need assistance. Keep records up-to-date as the balances must be reported every year for the annual audit.

Annual Audit: Auditors contact Human Resources every June and request balances for all employees. Be prepared to submit your up-to-date vacation balances to Human Resources every June.

If you have any questions about your own time accounting, call the Human Resources Office at ext. 18254.