

Pitzer College
Vacation Accrual and Accounting Policy for Non-Administrator Exempt Staff
(Grades 3 and 4)

Eligibility

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

Earning Rates

You accumulate vacation time as you work and it is granted on the first day of each pay period, up to a maximum amount. Vacation time does not accumulate during off-work times, disability leaves or workers' compensation leaves.

Vacation Earning Schedule for Full-Time Employees (Part-Time Earning Schedule is Prorated Accordingly)

<u>Time of Continuous Employment</u>	<u>Earning Rate</u>	<u>Annual Totals*</u>
12 months or fewer	6.67 hours per month	80 hours per year (10 days)
13 -24 months	8.0 hours per month	96 hours per year (12 days)
25 - 36 months	12.0 hours per month	144 hours per year (18 days)
37 months or more	14.67 hours per month	176 hours per year (22 days)

**Usage is in no less than 4.0-hour increments.*

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 half-day (4.0-hour) increments. Vacation time off must be arranged in advance with your supervisor. Vacation time cannot be taken in advance of accruing actual time off, unless approved by the supervisor. If time off is approved where insufficient vacation time is available in the employee's balance, time in excess of the available balance will be unpaid.

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 and sick balances to Human Resources every June.

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