

## FREQUENTLY ASKED QUESTIONS

### Vacation, Sick, Personal and Floating Holidays

**Q. Who is eligible for Vacation, Sick Personal and Floating Holidays?**

**A.** Staff who are scheduled to work a minimum of 20 hours per week are eligible for Sick, Personal, Vacation and Floating Holidays. Faculty are eligible for Sick and Personal time.

**Q. What is the start and end date for each category of time?**

**A. Fiscal Year** – July 1 – June 30  
Floating Holidays  
**Academic Year** – September 1 – August 31  
Vacation  
Sick  
Personal

**Q. How is time allotted?**

**A. Floating Holidays** – the full amount of Floating Holiday hours is granted on July 1<sup>st</sup>. Should you be hired after this date the hours will be pro-rated based on your hire date. Hours are also pro-rated if you work less than 37.5 hours per week. Floating Holidays vary per year, there are some years where there may not any Floating Holidays.

**Sick & Personal** --The full amount of Sick and Personal hours are granted on September 1<sup>st</sup>. Should you be hired after this date the hours will be pro-rated based on your hire date. Hours are also pro-rated if you work less than 37.5 hours per week.

**Vacation** – You will accrue your Vacation hours over the 26 pay periods per year. For hourly employees this is based upon the number of hours you submit on each pay period time card.

**Q. How much Sick and Personal time am I eligible to receive?**

**A.** All employees who are scheduled over 20 hours per week are eligible for 10 Sick days and 2 Personal days per year. If you work part-time your time will be pro-rated.

**Q. What does non-exempt and exempt mean?**

**A.** A non-exempt person is also known as an hourly person. An hourly employee completes a time card each week with the hours they have worked during that week and time they may have taken off. Hourly employees are also eligible to earn overtime once they have worked over 40 hours per week.

An exempt person does not complete a time card, they are paid the same amount each week and are not eligible for overtime pay should they work more than the 40 hours per week.

**Q. How many Vacation hours do I accrue?**

**A.** You accrue Vacation hours based on the hours you work in each bi-weekly pay period. If you are salaried (exempt) person, you can estimate your time remaining in your Oracle Absence icon by using the end date of the Academic year (August 31).

Staff Type	Length of Employment	Accrual Rate per Pay-period **	Maximum Vacation Days per Academic Year
Non-exempt - Hourly – completes a weekly time card	1-5 years	4.33 Hours	15 working days
	6-24 years	5.77 Hours	20 working days
	25+ years	7.21 Hours	25 working days
Exempt - Salaried	1-14 years	5.77 Hours	20 working days
	15+ years	7.21 Hours	25 working days

\*\* Per Pay period is two weeks – there are 26 pay periods in a calendar year.

**Q. How can I determine how much Vacation time I accrue each pay period?**

**A. Example:** A hourly person who has been at the College less than 6 years and works 37.5 hours a week.

- They are eligible for 15 days or 112.5 hours per year (15 days x 7.5 hours = 112.5 hours of Vacation a year).
- We are paid on a 2-week basis – 37.5 x 2 weeks = 75 hours, there are 26 pays in a year.
- To calculate the per pay accrual amount, take the annual amount of 112.5 hours and divide by the number of pay periods (26)  $112.5 / 26 = 4.33$ . You accrue 4.33 hours of Vacation per pay.

**Q. If I don't use all my time can I roll it over?**

**A.** You **cannot** roll-over Floating Holidays, Sick or Personal hours, any unused hours will be forfeited.

You **can** roll-over one week of Vacation hours (the normal hours you work in a week 37.5 or 40 or if part-time, what you normally work in a week) to the next Academic year. Any hours over your normal weekly work hours will be forfeited.

**Q. If I accrue my time on the hours I enter in my time card, what happens if I am Sick or take a Vacation day during this time. Do I still accrue Vacation hours?**

**A.** Yes, you continue to accrue hours on all paid time taken such as Floating Holidays, Sick, Personal and Vacation. Should you be out of work and on the short-term disability, you continue to accrue Vacation hours based upon your normal work hours.

You **do not** accrue Vacation hours on overtime or any unpaid hours.

**Q. Should I request my time off in Oracle before I take it?**

**A.** Yes, when possible all time should be submitted before it occurs. Go into your Absence icon in Oracle and choose the type of time off and the number of hours. It will not be paid until your supervisors approves it.

**Q Can I take Vacation time before I accrue it?**

**A** Yes, with your Manager's approval.

**Q. What happens to my time if I should leave the College?**

**A.** Any unused Floating Holiday, Sick or Personal hours will be forfeited. Vacation hours accrued, minus hours taken will be paid out to you in your final pay.

**Q. Can I extend my last day of work by using my Vacation, Sick, Personal or Floating Holiday?**

**A.** No, your last day must be the last day you were actively working.

**Q. What happens if I become ill while on Vacation?**

**A.** You can substitute your Vacation hours with your Sick hours so you don't deplete your Vacation.