

VACATION BENEFITS - Staff

The People Center
(does not cover Faculty - exception Deans)
September 2025

SECTION I -- PURPOSE OF POLICY

Champlain College (the College) strives to support employee success. This policy outlines the vacation benefits provided by the College to full-time and part-time Staff scheduled to work 20+ hours per week.. This does not include Faculty except for Deans.

SECTION II -- ELIGIBILITY

This policy applies to all full-time and part-time regular staff scheduled to work at least 20 hours per week, as well as Faculty who serve as Deans. Employees are eligible for paid vacation time based on their length of service. Vacation hours begin accruing immediately upon their first day of work with no waiting period.

SECTION III -- POLICY

Vacation is calculated on an academic year basis, September 1 to August 31. Only one week of an employee's regular scheduled hours may be carried over to the next academic year. Any hours over their scheduled weekly hours will be forfeited.

Employees may take vacation throughout the year, subject to College and departmental operational needs with their managers approval. Employees should coordinate with their managers to schedule vacation outside of peak departmental periods. Seniority may be considered when scheduling conflicts arise.

Employees must request and receive manager approval before taking vacation time. Employees requesting vacation prior to accrual or requesting more than 15 consecutive working days must discuss the request with their manager before submitting it in Oracle. Employees may take up to 5 days beyond their current accrual but cannot exceed their annual accrual limit. Managers may consult with the People Center to verify available vacation time. All approved vacation requests must be entered in Oracle by the employee and approved by the manager prior to the vacation dates

The College follows a bi-weekly pay schedule with 26 payment dates annually. Employees accrue vacation hours each pay period based on time worked, College holidays, and approved time off (vacation, sick leave, personal days, and floating holidays). Employees on short-term disability



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continue to accrue vacation time. Vacation time does NOT accrue for overtime hours, unpaid time, staff overloads, or course preparation.

Regular exempt (salaried) employees (full-time and part-time) working at least 20 hours per week accrue vacation hours based on their scheduled weekly hours. Regular non-exempt (hourly) employees (full-time and part-time) working at least 20 hours per week accrue vacation time based on hours actually worked, excluding overtime hours.

Effective September 1, 2025 Vacation time is earned on the following accrual schedule.:

Classification	Length of Employment ***	Accrual Rate per Pay-period*	Maximum Vacation Days per Academic Year**
Non-exempt - Hourly – (completes a weekly time card)	1 thru 14 years	5.77	20 working days
	15+ years	7.21	25 working days
Exempt - Salaried	1 thru 14 years	5.77	20 working days
	15+ years	7.21	25 working days

* We are paid on a bi-weekly pay schedule – every two weeks – 26 pays per year.

** An employee working at least 20 hours a week but less than 37.5/40 hours a week accrue vacation hours based on scheduled hours worked.

*** Accrual at the 15th-year rate begins on the first day of the month in which the employee begins their 15th year.

If a recognized College holiday falls during an employee's vacation period, that day will be counted as a holiday rather than vacation time. If an employee becomes ill during scheduled vacation, the sick time may be charged to sick leave with manager approval. All sick leave policy rules apply in such cases (see Sick Leave Policy).

Upon termination from the College, employees will receive payment for unused accrued vacation up to their separation date. Vacation hours do not accrue beyond the last official active work day. Taking vacation does not extend the termination date; the last day of employment must be an actual work day, not a vacation day

If an employee has taken more vacation than earned at termination, their final paycheck will be adjusted to recover payment for unearned vacation days taken. Upon an employee's death, payment for unused vacation will be made to their estate.



SECTION IV -- POLICY ADHERENCE

The People Center Leader and the Associate Vice President of Finance & Treasurer is the responsible official for this policy. Any exceptions to this policy must be approved by the People Center Leader and the Associate Vice President of Finance & Treasurer.

SECTION V -- CONTACT

Questions related to the interpretation of this policy should be directed to the People Center.

The People Center policies and procedures are updated on an as-needed basis. As such, the College reserves the right to alter, amend or suspend the terms of this policy at its sole discretion; please refer to the policies posted on the People Center intranet site for the most current version. This policy does not constitute an employment contract.

Effective September 1, 2025

