



**Personnel Policies and Procedures
Vacation Leave**

Effective Date: July 1, 2009

Board Approval: June 9, 2009

Board Approved Amendments: April 5, 2017

Amendments Effective: July 1, 2017

1. Purpose

- 1.1. The vacation policy is a benefit to enable eligible employees of Tooele Technical College (TTECH) to pursue personal interests while being paid when not at work. TTECH encourages all eligible employees to use available vacation leave.

2. Policy

- 2.1. **Eligible Employees.** Regular, full-time, salaried employees are entitled to vacation leave. Employees shall obtain supervisor approval prior to scheduling vacation leave.

2.2. Employee Vacation Leave Schedule

	Years of Service	Hours Earned per Year	Maximum Carryover
Full-time Employees	0 thru 3	120	256
	4 thru 6	144	256
	7+	168	256
Executive Staff	No Requirement	168	256

- 2.3. **Anniversary Date.** Employees' anniversary dates will established on the first day of the month in which the employee is hired, if hired between the first and fifteenth of the month, and on the sixteenth day of the month if hired between the sixteenth and the end of the month.

- 2.4. **Vacation Leave Accrual.** Vacation hours will be accrued on a per day period basis.

- 2.5. **Previous Employment.** New TTECH employees may use previous full-time employment with the State of Utah, including employment with public and higher education entities, to establish their vacation rate. Previous service must be documented in writing, by the relevant State of Utah employer(s) and submitted to the TTECH Human Resources within three months of beginning employment with the TTECH.

- 2.6. **Vacation Scheduling.** Vacation days may be taken on any regular work day with the approval of the employee's immediate supervisor and in accordance with eth employee's workload. No more than 10 days of vacation may be taken consecutively except through special arrangement with the appropriate College Vice President or President.

- 2.7. **Vacation Carryover.** Vacation days may be carried forward from one fiscal year to the next in accordance with the "Maximum Carryover" in section 2.2 above. Unused hours in excess of the allowed maximum carryover are forfeited.

- 2.8. **Negative Balances.** Employees will only be paid for vacation time accrued. Negative balances are not allowed.

- 2.9. **Termination of Employment.** The maximum vacation paid upon termination cannot exceed 256 hours.

- 2.10. **Hourly/Part-Time Employees.** No provision.