

<b>Policy Name:</b>	<b>Vacation Benefits for 15+ Weekly Hour Employees</b>
<b>Original Written Date:</b>	<b>5.22.18 effective 7.1.2018</b>
<b>Revised Date:</b>	<b>3.9.21 Board Meeting</b>
<b>Board Approved Date:</b>	<b>Via email 5.22.18</b>

**1.0 PURPOSE**

To provide consistent paid vacation benefits for all employees that work 15 hrs. a week or more.

**2.0 SCOPE**

2.1 Employees are eligible effective their 2<sup>nd</sup> year of employment.

2.2 Eligible employees work 15+ hours per week year-round.

**3.0 ADMINISTRATION AND RESPONSIBILITIES**

3.1 Vacation hours are to be identified as such in the employee’s work log.

3.2 Vacation hours should be entered in the QuickBooks timesheet on its own line with Vacation pay in the comments

**4.0 POLICY DETAILS**

4.1 Paid vacation time off is available to PCUUC employees who work 15 or more hours per week. For years 2 and 3, employees will receive 1 week of paid vacation per year. For year 4, employees will receive 2 weeks of paid vacation per year. Starting with their fifth year, employees will receive 3 weeks of paid vacation per year. Vacation time may be used in half day increments.

4.2 If an employee has variable hours depending on the time of year, the number of paid hours may change to correspond to those variable hours. For example, if an employee works 20 hours per week most of the year but 15 hours per week during the summer, that employee’s vacation pay will be reduced from 4 to 3 hours during the reduced schedule summer months. The idea is to make the employee whole and stay within the budget.

4.3 Vacation requests will be reviewed based on staffing requirements. PCUUC wants to grant vacation requests, but because of a number of different factors there may be certain days of the year that vacation requests may not be granted.

4.4 Vacation should be taken in the year employee is eligible. Under special circumstances an exception can be made with Board approval prior to the end of the fiscal year.

**5.0 PROCEDURE**

5.1 Employee should request vacation as far ahead of time to the appropriate person(s) i.e. Committee Chair or Board to allow time for coverage as needed.

5.2 Employee will work with committees and Board as needed to secure coverage.