

Georgia Highlands College

Policy	Vacation/Annual Leave	Number	HR.351
Section	Human Resources	Date Created	Prior to 2012
Subject	Employment Benefits, Leaves and Services	Date Revised	December 2014
Applies to	Employees	Date Issued	February 2015

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See Also:

- Family Medical Leave Act (FMLA)
- Sick Leave
- Educational and Professional Leave
- Military Leave
- Personal Leave Without Pay
- Miscellaneous Leave

Leave of Absence

For various reasons an employee may be absent from work. This policy defines Vacation/Annual Leave.

1. Faculty

1.1. Fiscal Year (12-month) Faculty

- 1.1.1. A full-time faculty member employed on a 12-month or fiscal year basis shall be entitled to vacation/annual leave earned at the rate of one and three-fourths working days (14 hours) per month.
- 1.1.2. All working days during the fiscal year shall be counted.
- 1.1.3. Absences during academic calendar breaks shall be recorded as vacation.
- 1.1.4. All vacation days shall be recorded on institutional leave records. Failure to do so may result in disciplinary action, up to and including termination.
- 1.1.5. The accrual rate of vacation/annual leave will be based upon the contractual work commitment.

1.2. Administrative Officer*

- 1.2.1. A full-time administrative officer employed on a 12-month or fiscal year basis shall be entitled to vacation/annual leave earned at the rate of one and three-fourths working days (14 hours) per month.
- 1.2.2. The use of approved vacation/annual leave shall be recorded on institutional leave records. Failure to do so may result in disciplinary action, up to and including termination.
- 1.2.3. The accrual rate of vacation/annual leave will be based upon the contractual work commitment.

*GHC defines full-time administrative officer as an active member of the Executive Cabinet.

1.3. Transition from 12-Month to 10-Month Faculty

A faculty member who changes from a fiscal year contract to an academic year contract shall be paid unused, accrued vacation/annual leave subject to the 45-day (360-hour) maximum payment restriction upon termination of the fiscal year contract.

1.4. Academic Year (10-Month) Faculty

A faculty member employed on an academic year (10-month) basis does not earn vacation/annual leave. An academic year contracted faculty member who teaches during Maymester and/or summer semester will not be eligible to accrue vacation/annual leave for such service.

2. Regular Staff

- 2.1. Regular classified employees (professional, administrative, and non-exempt) scheduled to work 20 hours or more shall earn paid vacation/annual leave.
- 2.2. A regular employee scheduled to work 40 hours shall be entitled to vacation/annual leave earned at the rate of:
 - 2.2.1. One and one-fourth working days per month (10 hours) for each of the first five years of continuous employment;
 - 2.2.2. One and one-half working days per month (12 hours) for each of the next five years of continuous employment; and,
 - 2.2.3. One and three-fourths working days per month (14 hours) for each year after the completion of ten years of continuous employment.
- 2.3. The accrual rate of vacation/annual leave for an hourly employee will be based upon his/her standard work commitment. The use of approved vacation/annual leave shall be recorded on institutional leave records. Failure to do so may result in disciplinary action, up to and including termination.
- 2.4. A regular employee scheduled to work 20 hours or more but less than 40 hours shall accrue vacation/annual leave prorated on the basis of full-time employment.
- 2.5. An employee who is scheduled to work less than one-half time (20 hours) shall not be eligible to accrue vacation/annual leave.

3. Temporary Employee

A temporary employee, as defined in the Employment Classifications and Definitions policy, is not eligible to accrue vacation/annual leave.

4. Vacation/Annual Leave Accrual Calculation

- 4.1. Vacation/annual leave shall be accrued based on the initial employment date of an employee. A new hire must be employed on or before the fifteenth of a month to qualify for accrual of vacation/annual leave for that month.
- 4.2. On December 31 of each calendar year, each employee's leave record shall be adjusted to reflect no more than 45 days (360 hours) of accrued vacation/annual leave.

5. Required Use of Vacation/Annual Leave

Georgia Highlands College reserves the right to require the use of vacation/annual leave of up to five (5) days during periods in which all or substantially all of the institution's facilities are closed because classes are not in session.

6. Vacation/Annual Leave Procedures

- 6.1. To utilize vacation, employees are required to submit a request for time off through the appropriate system (i.e. ADP self-service e-time portal) at least 2 weeks before their desired vacation time.
- 6.2. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

6.3. Employees may not take Vacation/Annual Leave if it has not yet been accrued unless there are exceptional circumstances that have been approved by the head of the department/division and Human Resources. If an advance in vacation is approved it is done with the understanding that if the employee terminates prior to the vacation being accrued, the employee agrees to reimburse the College (in accordance with applicable laws) for the paid, but not accrued, vacation time.

7. Disposition at Termination or Transfer

7.1. Termination

- 7.1.1. All unused, accrued vacation/annual leave, not to exceed 45 days (360 hours), shall be paid to an employee upon termination from employment.
- 7.1.2. An employee who terminates on or after the fifteenth of a month shall accrue vacation/annual leave for that month.

7.2. Transfer

- 7.2.1. Upon a move between USG institutions with no break in service, an employee with accrued vacation/annual leave up to 20 days (160 hours) must transfer all hours to the new institution.
- 7.2.2. Upon a move between USG institutions with no break in service, an employee with accrued vacation/annual leave of greater than 20 days (160 hours) may elect one of the following options:
 - Transfer of the total accrued vacation balance up to 45 days (360 hours), and any hours in excess of 360 are forfeited; or,
 - Transfer of 20 days (160 hours) to the new institution and payment for up to 25 days (200 hours) by the institution from which the employee is moving. Any hours accrued in excess of 360 will be forfeited.