

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

VACATION
Procedure No. 3-05 (J)
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Effective August 1, 2007

- (1) An employee's request for vacation must be submitted on the approved Human Resources Department form to the employee's supervisor.
- (2) Except in the case of an emergency, vacation must have prior approval by the supervisor.
- (3) The supervisor may refuse to grant part or all of a requested vacation if it will violate the department's published vacation guidelines. Guideline factors to be followed in all departments include:
 - (a) The operational needs of the department.
 - (b) The number of employees on vacation concurrently.
- (4) Vacation may be used with one hour being the minimum to be charged per occurrence, and one half hour increments thereafter.
- (5) The employee's supervisor is responsible for submitting a copy of the Leave Request Form to the Human Resources Department within three (3) working days of the date of the leave.
- (6) Vacation may be used in lieu of sick leave only in cases of family medical leave.
- (7) Beginning August 1, 2007, employees who have prior service with the state or any political subdivision can have service time that was accrued after July 5, 1987, added to their vacation accrual. To receive the prior service credit, employees must obtain a letter from the appropriate retirement system stating their prior service, designated in years, with the state or political subdivision. The letter from the retirement system must be submitted to the payroll unit of the Human Resources Department.
- (8) Beginning January 1, 2008, employees may receive pay in lieu of vacation for up to forty (40) hours, once per calendar year, provided the employee has completed three (3) years of service and have taken two (2) weeks (eighty hours) of vacation in the calendar year.
 - (a) Payouts will be made throughout the year. Requests for payout must be made by the 10th of the month in order to receive the payout by the 15th of the following month.

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Since payouts are based on a calendar year, final submission requests for the current calendar year must be made by January 10th of the following year. Final payout for a calendar year will then be made on the February 15th paycheck.

- (b) Requests for payouts must be received in the Human Resources Department and date-stamped by 4:30 p.m. on the 10th of the month. If the 10th of the month falls on a weekend or holiday, the request must be submitted on the last business day, prior to the 10th.
 - (c) Employees must complete and submit to their supervisor a request for vacation payout form, located on the intranet, which certifies their eligibility to receive the payout.
- (9) Employees are responsible for utilizing their vacation in the manner in which it was intended. See Policy 3-05, Abuse of this policy shall be grounds for disciplinary action.

Last Effective Date: August 21, 2000