Kirkwood
COMMUNITY COLLEGE

College Procedure: 402.10 – Vacation

Policy Reference:	402 – Employee Benefits and Compensation
Responsible Department:	Human Resources
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Human Resources and Institutional Effectiveness
Effective Date:	05/30/2012
Version Number:	3
Legal Counsel Reviewed (yes/no):	No
Scope:	College-wide

Reason for Procedure

This procedure defines vacation for Board-approved employees of Kirkwood Community College.

The Procedure

Vacation is provided by the college to enable employees to leave their work environment for a period of time and are intended to be taken within the fiscal year in which they are earned.

- Vacation days are credited at the beginning of each fiscal year.
- No more than five days of vacation earned in a given fiscal year can be banked.
- Days that are not banked will be forfeited on June 30.
- Banked vacation entitlement may be cumulative to a maximum of 30 days.
- Employees who have more than 30 vacation days banked as of July 1, 2014, will maintain that balance not to exceed the prior limit of 60 days. If an employee with more than 30 days banked uses days from their bank, the new 30-day limit will apply.
- Unused accumulated vacation days will be paid on a per diem rate upon termination of employment with the college or to the estate upon death of an employee.
- When an employee changes employment status from a position that earns vacation to a position that does not earn vacation, he/she shall be paid at the time of the employment status change for all earned/unused vacation.
- Upon termination of employment, the employee will be paid for any earned/unused vacation for the current fiscal year and any banked vacation days.

Kirkwood
COMMUNITY COLLEGE

Full-Time/Board-Approved Salaried/Exempt Employees

Salaried employees (with exclusion of those engaged primarily as instructors, counselors or librarians, and those employed on a contract for less than 260 days) are entitled to vacation as shown below:

- 20 days per year.
- Vacation entitlement for any period of less than one year (such as beginning employment or termination of employment in the middle of the fiscal year) is computed as having been earned at the rate of two days of vacation each month of completed employment. Entitlement shall not exceed 20 days for any year of employment or portion thereof.
- Upon termination of employment, any vacation days used, but not yet earned during the fiscal year in which employment was severed, will be deducted from the employee's banked vacation or from their last paycheck.
- Vacation can be taken in one-hour increments.

Full-Time/Board-Approved Hourly/Non-Exempt Employees

Hourly employees are entitled to vacation as shown below:

- One day per month up to a maximum of 10 days per year for the first 4 years of continuous employment.
- One and one-half days per month up to a maximum of 15 days per year for the 5th through the 9th year of continuous employment.
- Two days per month up to a maximum of 20 days per year for each year of continuous employment after the ninth year.
- Vacation entitlement for any period of less than one year (such as beginning employment or termination of employment in the middle of the fiscal year) is computed as having been earned at the monthly rates defined above.
- Upon termination of employment, any vacation days used, but not yet earned during the fiscal year in which employment was severed, will be deducted from the employee's banked vacation or from their last paycheck.
- Vacation can be taken in 15-minute increments.

Kirkwood
COMMUNITY COLLEGE

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	05/30/2012	Jim Choate, Vice President, Finance	New procedure
2	05/17/2017	Mick Starcevich, President	New template
3	07/25/2019	Cabinet	Procedure template
4	10/30/2026	HR Department	Took out vacation changes to match 402.11