

**WESTERN NEBRASKA COMMUNITY COLLEGE  
POLICIES AND PROCEDURES**

SECTION: Human Resources           400.0000.14  
SUBSECTION: Support Staff         420.0000.96

*Vacation Leave (Support Staff-Non-Exempt)*  
**Policy Number: 420.0800.16**

**POLICY**

*Employee Request Process*

An employee should submit an electronic request to their supervisor to receive advance authorization for vacation leave. Employee choice is considered, but WNCC reserves the right to schedule vacation time to minimize work disruption. Employees who request vacation leave well in advance will make it easier for supervisors to accommodate vacation choices.

Vacation leave must not be unreasonably denied or deferred. Employees who believe that his/her vacation request has been unreasonably denied or deferred should contact the Human Resources Office.

*Accrual*

Effective September 1, 2016, Full-Time Support Staff Employees shall begin earning vacation leave and end earning vacation on the last day of employment, as described in this policy.

Hours of service shall be calculated upon continuous full-time employment (39 hours per week; 2,028 hours per year). Time worked in excess of thirty-nine (39) hours in the workweek does not affect vacation leave accrual. All full-time support staff vacation rates of accrual shall be calculated as described below:

1. 0.0394 vacation hours per hour worked for every hour of service up to the 7<sup>th</sup> year anniversary day of employment, with a maximum accrual of 160 vacation hours. Employees will not accrue any additional vacation leave until their balance drops below 160 hours.
2. 0.0433 vacation hours per hour worked for every hour of service after the 7<sup>th</sup> year anniversary day of employment to the 9<sup>th</sup> year anniversary of employment, with a maximum accrual of 176 vacation hours. Employees will not accrue any additional vacation leave until their balance drops below 176 hours.
3. 0.0473 vacation hours per hour worked for every hour of service after the 9<sup>th</sup> year anniversary day of employment to the 11<sup>th</sup> year anniversary of employment, with a maximum accrual of 192 vacation hours. Employees will not accrue any additional vacation leave until their balance drops below 192 hours.
4. 0.0512 vacation hours per hour worked for every hour of service after the 11<sup>th</sup> year anniversary day of employment to the 13<sup>th</sup> year anniversary of employment, with a maximum accrual of 208 vacation hours. Employees will not accrue any additional vacation leave until their balance drops below 208 hours.
5. 0.0552 vacation hours per hour worked for every hour of service after the 13<sup>th</sup> year anniversary day of employment to the 15<sup>th</sup> year anniversary of employment, with a maximum accrual of 224 vacation hours. Employees will not accrue any additional vacation leave until their balance drops below 224 hours.
6. 0.0592 vacation hours per hour worked for every hour of service after the 15<sup>th</sup> year anniversary day of employment, with a maximum accrual of 240 vacation hours. Employees will not accrue any additional vacation leave until their balance drops below 240 hours.

### *Other Vacation Leave Conditions*

Employees may check their current vacation balance by reviewing their pay advice or by accessing the WNCC website at <http://www.wncc.net/> and selecting “MyWNCC”, and logging into the Employee Portal.

An employee separated from WNCC for any reason will receive pay for unused vacation leave. In the event of death, payment will go to the employee's designated eligible survivor.

For purposes of vacation leave accrual, employees who leave employment with the College shall not receive credit for their previous years of service and the leave accrual date will be adjusted to the employee’s date of re-employment.

### **DEFINITIONS**

N/A

### **APPLICABILITY**

N/A

**Adoption Date:** 2016

**Revision Date (and Board of Governors’ Minutes Item Number):**

**Prior Policy/Procedure Number:**

**Schedule for Review:**

**Divisions/Department Responsible for Review and Update:**

**Sponsoring Division/Department:**

**Rescinded Date:**

**Cross Reference:**

**Procedure(s) for Policy:**

**Related Policies/References:**