

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: Administrative/Professional Staff 450.0000.14

Vacation Leave (Professional-Hourly)
Policy Number: 450.2025.16

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 Human Resources.

Accrual

Effective September 1, 2016, full-time professional—hourly employees shall begin earning vacation leave and end earning vacation on the last day of employment, as described in this policy.

Vacation calculation is based upon continuous full-time service (39 hours per week; 2028 hours per year). Time worked in excess of thirty-nine (39) hours in the work week does not affect vacation leave accrual. All full-time professional—hourly employee vacation rates of accrual shall be calculated as described below:

1. 0.0592 vacation hours per hour worked for every hour of service with a maximum accrual of 320 vacation hours. Employees will not accrue any additional vacation leave until their balance drops below 320 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.

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Rescinded Date: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: