



Personnel Policies and Procedures

Vacation Leave

Effective Date: July 1, 2009

Board Approval: June 9, 2009

Board Approved Amendments: April 5, 2017

Amendments Effective: July 1, 2017

1. Purpose

The vacation policy is a benefit to enable eligible employees of Tooele Applied Technology College (TATC) to pursue personal interests while being paid when not at work. TATC encourages all eligible employees to use available vacation leave.

2. Policy

2.1 Eligible Employees. Regular, full-time, salaried employees are entitled to vacation leave. Employees shall obtain supervisor approval prior to scheduling vacation leave.

2.2 Employee Vacation Leave Schedule.

	Years of Service	Hours Earned per Year	Maximum Carryover
Full-time Employees	0 thru 3	120	256
	4 thru 6	144	256
	7+	168	256
Executive Staff	No Requirement	168	256

2.3 Anniversary Date. Employees' vacation anniversary dates will be established on the first day of the month in which the employee is hired, if hired between the first and the fifteenth of the month, and on the sixteenth day of the month if hired between the sixteenth and the end of the month.

2.4 Vacation Leave Accrual. Vacation hours will be accrued on a per pay period basis.

2.5 Previous Employment. New TATC employees may use previous full-time employment with the State of Utah, including employment with public and higher education entities, to establish their vacation rate. Previous service must be documented in writing, by the relevant State of Utah employer(s) and submitted to the TATC Human Resources within three months of beginning employment with the TATC.

2.6 Vacation Scheduling. Vacation days may be taken on any regular work day with the approval of the employee's immediate supervisor and in accordance with the employee's workload. No more than 10 days of vacation may be taken consecutively except through special arrangement with the appropriate College Vice President or President.

2.7 Vacation Carryover. Vacation days may be carried forward from one fiscal year to the next in accordance with the "Maximum Carryover" in Section 2.2 above. Unused hours in excess of the allowed maximum carryover are forfeited.

2.8 Negative Balances. Employees will only be paid for vacation time accrued. Negative balances are not allowed.

2.9 Termination of Employment. The maximum vacation paid upon termination cannot exceed 256 hours.

2.10 Hourly/Part-Time Employees. No provision.