

1329 Vacation Time

Effective Date: 7/1/2024 | Last Reviewed: 7/1/2024 | Old Policy Number: E3.25

The College recognizes the importance of paid vacation for the health and well-being of employees. All full-time and part-time employees are eligible for vacation leave benefits. Part-time employees working between 20 and 29 hours per week will earn prorated vacation leave based on their hours worked. Full-time employees are those working 30 or more hours per week.

Each fiscal year starting on July 1, eligible vacation weeks are pre-loaded according to Table A below. This vacation time is available for use throughout the year. The College's online system tracks hours used, which are reflected on employee payroll statements and profiles in myHill. Any remaining hours as of June 30 will be reset on July 1 for the new fiscal year.

The vacation bank is established based on an employee's start date and becomes available after the successful completion of the provisional (probationary) period outlined in [Policy 1318. Introductory Probationary Period](#). Vacation time accrual is prorated based on the start date.

Vacations should be scheduled with consideration for departmental needs. Conflicts in scheduling are resolved based on departmental seniority. If a conflict arises regarding seniority, the Assistant Vice President of Human Resources will make the determination.

Vacation time may be used for leaves of absence when applicable.

Employees on vacation during a College-declared unscheduled day off (e.g., due to inclement weather) will continue to be paid vacation time without receiving an additional day off.

Vacation time can be taken in hourly increments. A week of vacation is equivalent to 35 hours for a 35-hour/week employee and 40 hours for a 40-hour/week employee. Employees working at least 20 hours per week will receive a prorated amount of vacation.

Vacation requests must be approved in advance by the employee's supervisor.

Employees who become seriously ill, injured, or hospitalized during vacation may convert that portion of vacation time to sick time with documentation from a healthcare provider.

Employees experiencing a covered loss under [Policy 1308 Bereavement Leave](#) while on vacation may convert that portion of vacation time to bereavement time.

Upon termination, any unused earned vacation balance will be paid out (prorated based on exit date, minus any used vacation time), in accordance with Massachusetts law and subject to applicable tax withholdings.

If an employee separates or is terminated and has been advanced vacation time before it was fully earned, the employee is responsible for reimbursing the College. The advanced time will be deducted from the final earnings or reimbursed directly to the College.

Table A:

Year 1 of Employment	4 weeks (prorated based on start date and scheduled hours) after completion of the provisional period.
Year 2 and Beyond	4 weeks awarded on July 1 following the employment anniversary date.

[Additional Information is provided in the HR Procedural Manual.](#)