

## Vacation Policy Amended 6/2024

### Vacation Days

Employees begin accruing vacation time upon hire. For the initial year of employment, the number of vacation and personal days granted would be prorated based on the number of months the employee is actually employed during the fiscal year. Employees are eligible to take vacation or personal time after three months of full-time employment up to the maximum number of days actually earned at the time the days are taken. Allegheny does not allow for going into a negative balance. Allegheny does not allow for leave time sharing.

Employees classified as full-time but working a modified schedule will have their vacation time pro-rated based on the number of hours scheduled to work per pay period and the number of months or weeks scheduled per year. The Payroll Manager can provide a pro-rated vacation schedule to those employees.

All requests for vacation must be approved by an employee's immediate supervisor. The College makes a determined effort to accommodate the vacation requests of employees; however, employees should not expect that they will always be able to take vacation when they request. Seasonal requirements, special events and staffing requirements must be considered by the supervisor when approving an employee's vacation request.

Upon termination of employment for any reason, an employee who has completed three or more months of continuous service will be paid for any earned unused vacation days.

Employees have a maximum vacation bank of 1 ½ times their accrual. No vacation time will accrue over the maximum bank.

<b>Exempt and Non-Exempt Employees</b>	<b>Completed Years of Service</b>	<b>Accrual</b>	<b>Maximum Bank</b>
	All	20 days	30 days