

**Manhattan Area Technical College
Institutional Policy & Procedure Manual**

Policy No. 7.4.5

Title: Professional, Administrators and Classified Staff Benefits—Vacation, Sick, and Personal Leave	
Originated by: Jane Bloodgood, VPBS	
Signature	Date
Approved: Dr. Robert Edleston, President	
Signature	Date
Reviewed: 6/2/2011	Revised: 7/1/2017

Policy Statement: Annual Leave for 12 month employees is needed to ensure a healthy and productive workforce. Manhattan Area Technical College allows Professional, Administrator, and Classified employees to accrue paid leave based on the employee’s classification. Employees covered by the Manhattan Area Technical College Faculty Association earn personal and sick leave as outlined in the negotiated agreement.

Rationale: Faculty and staff are critical to the success of the institution. Employees are awarded annual leave to take time away from the job in order to relax, recuperate, and be refreshed for the remainder of the employment year.

Procedure: Requests for vacation, sick, and/or personal leave must be submitted to immediate supervisors according to procedures. Supervisors have the discretion to deny vacation requests, taking into account the workload/needs of the department. Requests by employees to use their accrued vacation, sick, or personal leave should be made according to departmental policy.

A. VACATION ACCRUAL; An employee will receive vacation leave credit beginning the first month following the employee’s date of hire.

1. Professional and Administrator employees accrue vacation at 13.33 hours per month totaling 160 hours per year.
2. Full-time Classified employees who work forty (40) hours per week earn and accrue vacation leave as follows:
 - a. On the first day of the month following month of employment: 12 annual working days (96 hours per year) earned at 8 hours per month.
 - b. The first day of the month following the third anniversary of continuous service: 14 annual working days (112 hours per year) earned at 9.33 hours per month.

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- c. The first day of the month following the sixth anniversary of continuous service: 16 annual working days (128 hours per year) earned at 10.67 hours per month
 - d. The first day of the month following the tenth anniversary of continuous service: 20 annual working days (160 hours per year) earned at 13.33 hours per month.
3. Part-time employees do not earn or accrue vacation. For the purposes of this policy, part-time employees include any professional or classified employee that works less than 12 months or 2080 hours per year.
 4. Professional/Administrative/Classified staff may accumulate and carry forward to the next fiscal year no more than 30 days (240 hours).
- B. SICK LEAVE ACCRUAL; An employee will receive sick leave credit beginning the first month following the employee's date of hire. Sick leave may be used for illness, injury or medical complications experienced by an employee. Sick leave (illness, injury or medical complications) may also be used to care for a member of the employee's immediate family. A physician's statement may be required after 2 consecutive days of sick leave at the discretion of the immediate supervisor.

In the event an employee is ill and has exhausted all available sick leave, vacation and/or personal leave will be charged for time away from the job. Leave without pay will be allowed only after all leave balances are exhausted.

1. Professional and Administrator staff accumulate sick leave at 6.67 hours per month, totaling 80 hours per year.
 2. Classified staff accumulates 8 hours per month, totaling 96 hours per year
 3. Professional/Administrative/Classified staff may accumulate and carry forward to the next fiscal year no more than 90 days (720 hours).
- C. PERSONAL LEAVE ACCRUAL; An employee will receive personal leave credit on the first day of the month following the employee's date of hire and will only accrue personal leave once per year. For continuing employees, personal leave is granted on July 1st of each year.
1. Professional and Administrator staff members are awarded 16 hours personal leave per year. Classified staffers are awarded 8 hours personal leave plus an additional 8 hours Birthday personal leave per year. 8 hours of Birthday leave must be used by the end of the plan year or it will be forfeited
 2. Professional/Administrative/Classified staff may accumulate and carry forward to the next fiscal year no more than 5 days (40 hours).

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- D. EFFECTIVE DATE OF ACCRUAL; Earned leave will be credited on the first day of the month following the month of employment. (EX Start day of July 15, leave will be accrued and available August 1)
- E. EARNED LEAVE; An employee may not take any leave that has not been accrued. Leave earned by an employee during the month shall be available for use on the first day of the following month. If the employee resigns or is otherwise separated from service, the vacation leave earned in the pay period in which the separation occurs shall be credited to the employee and payment made to the employee for that leave if the employee is eligible.
- F. HOLIDAY DURING VACATION; Any official College holiday that occurs during an individual's scheduled vacation **will not** be counted as a day of vacation.
- G. WAIVING OF VACATION; An employee may not waive vacation leave for the purpose of receiving double pay.
- H. LEAVE OF ABSENCE; No vacation or sick leave will accrue during a period while an employee is on an unpaid leave-of-absence.
- I. PAYMENT AT TERMINATION; Employees will be compensated for vacation credited and unused to the date of his/her separation, provided that the employee has given two (2) weeks written notice, unless otherwise waived by the Supervisor. In case of death, compensation shall be paid to the surviving spouse or the employee's estate. The maximum compensation for vacation credited and unused at the date of his/her separation is 80 hours. All amounts credited and unused above 80 hours upon separation will be transferred to the Catastrophic Leave Bank.