

**LAKELAND COMMUNITY COLLEGE**  
**Human Resources Department**  
**STAFF VACATION GUIDELINES**

These guidelines contain answers to the following questions:

- [How do I earn vacation time?](#)
- [How do I know how much vacation time I've earned and have available for use at any given point in time?](#)
- [What is the maximum number of vacation hours that I can accrue \(bank\) and what happens if I reach the maximum?](#)
- [Are there conditions under which an exception might be made in order to allow an employee to accrue beyond the maximum allowable under Board policy?](#)

## How do I earn vacation time?

If you are in an eligible employee class then you will earn hours of vacation with each straight-time (versus overtime) hour paid. The rate at which vacation time is earned per hour is dependent on whether a staff employee is full or part-time and, in the case of full-time staff employees, the number of years they have been employed in a position eligible to earn vacation time.

The following table details the rates of accrual for **full-time** staff employees:

<b>FULL-TIME (Years of employment)</b>	<b>RATE OF ACCRUAL</b>	<b>MAXIMUM ANNUAL ACCRUAL (Based on 2080 paid hours per year)</b>
<b>Year 1- the end of year 5</b>	.0462	96
<b>During 6th year</b>	.0654	136
<b>During 7th year</b>	.0692	144
<b>During 8th year</b>	.0731	152
<b>During 9th year</b>	.0769	160
<b>During 10<sup>th</sup> year</b>	.0808	168
<b>After completion of 10th year</b>	.0846	176

**Part-time** staff employees earn vacation hours at a rate of .0462 hour per straight-time hour paid. A part-time employee can estimate how much vacation time he'll earn in a fiscal year by knowing his FTE, or full-time equivalency.

**Note the following example:**

John Doe's FTE is .625 meaning that he's likely to be paid for 1,300 hours in a fiscal year. We arrive at 1,300 hours by multiplying .625 times the number of hours a full-time employee is paid for in a fiscal year:  $.625 \times 2,080 \text{ hours} = 1,300 \text{ hours}$ . John earns vacation time at a rate of .0462 per hour paid so he can estimate that he'll earn sixty (60) hours of vacation in a fiscal year. The number of vacation hours earned per pay period is derived by multiplying .0462 times the number of straight-time hours paid.

## **How do I know how much vacation time I've earned and have available for use at any given point in time?**

Employees have three sources of information about their earned and available vacation time: 1) myLakeland (the portal); 2) time sheets 3) the Payroll Department.

### **myLakeland**

For the most accurate and up-to-date vacation balance, access myLakeland from the Lakeland homepage ([www.lakelandcc.edu](http://www.lakelandcc.edu)) or directly at <http://my.lakelandcc.edu> . After logging in, click on 'Leave Balances' to see the number of vacation hours you've earned, taken and have available for use as of that date. Further, you can click on 'Vacation Pay' to see a per-pay Leave Detail report. The hours earned per pay period is a calculation of your accrual rate (full-time employees use the rate from the table) multiplied times the number of straight-time hours paid in the pay period.

### **Time sheets**

The number of vacation hours that an employee has earned and has available for use is reflected on his/her time sheet as 'VACA'.

Please note that time sheets for the 1<sup>st</sup> through the 15<sup>th</sup> of the month reflect a vacation balance that has not been updated to show the vacation time earned or used for the 16<sup>th</sup> through the 30<sup>th</sup>/31<sup>st</sup> of the previous month. Likewise, time sheets for the 16<sup>th</sup> through the 30<sup>th</sup>/31<sup>st</sup> do not reflect the vacation time earned or used between the 1<sup>st</sup> and 15<sup>th</sup> of the month.

### **Payroll Department**

Confused by the balance reflected on the portal and/or your time sheet?

Contact the College's Payroll staff at: **440-525-7240 OR 440-525-7061**

## **What is the maximum number of vacation hours that I can accrue (bank) and what happens if I reach the maximum?**

Staff employees may accrue (or 'bank') up to sixteen (16) hours more than the maximum number of vacation hours they are eligible to earn based on their rate of accrual. The maximum number of vacation hours that a staff member can bank is noted on his/her timesheet as 'VACA Max'. **Once an employee accrues the maximum number of vacation hours, he/she will not earn additional vacation hours until the number of banked hours is returned to below the allowable maximum.**

Further, employees should be aware that the Payroll system adds hours earned each pay period before it deducts hours used during the same pay period. **Therefore, in order to avoid exceeding the maximum number of hours banked (and thereby forfeiting vacation time), it is advisable to use some vacation hours when the number of banked hours appearing on your timesheet (VACA) is within (no less than) ten hours of the maximum allowable (VACA Max).**

**Are there conditions under which an exception might be made in order to allow an employee to accrue beyond the maximum allowable under Board policy?**

On rare occasion, an employee may be involved in a project that doesn't permit him to take vacation before he reaches the maximum accrual. If you anticipate this may be the case for you, please talk with your supervisor to determine if there is a way you can take a minimal amount of vacation time in order to avoid losing additional hours. If that is not possible, then have your supervisor prepare a written request to the Director of Human Resources explaining why you cannot take vacation now, and at what point you will take vacation time. This request will also need to be approved by the appropriate Vice President and the President.