

## Lakeland Community College

|                           |                               |
|---------------------------|-------------------------------|
| PROCEDURE TITLE:          | VACATION LEAVE                |
| PROCEDURE NO:             | HR20-52                       |
| ORIGINALLY APPROVED DATE: | 01/11/96                      |
| REVISED DATE:             | 07/22/25                      |
| EFFECTIVE DATE:           | 08/01/25                      |
| NEXT REVIEW DATE:         | 08/2030                       |
| RELATED POLICY:           | 3354-2-20-52                  |
| RESPONSIBLE OFFICE(S):    | DEPARTMENT OF HUMAN RESOURCES |
| APPROVED BY:              | PRESIDENT                     |

This procedure applies to all full-time, partial-year, and part-time continuing and non-continuing administrator, supervisory/professional, and staff employees.

### A. Vacations of Less Than Five Consecutive Working Days

1. Requests for the supervisor of record's approval of vacations of less than five consecutive working days must be requested in advance and in writing.
  - a. Each department supervisor may establish the number of days' notice required for vacation requests.

### B. Vacations of More Than Five Consecutive Working Days

1. Requests for the supervisor of record's approval of vacation of more than five consecutive working days must be requested at least 10 working days in advance and on a Leave of Absence form.

### C. Request to Accrue Beyond the Established Limits for Staff

1. When a staff employee has accrued vacation time to the limit as established in Board Policy, his/her supervisor of record will submit a written request to the Chief Human Resources Officer and the President to allow for the accrual of vacation beyond the limit.
  - a. The request must detail the reason the employee has not used vacation time and a projection of when the employee will use vacation hours.

### D. Current administrators and supervisory/professionals with accrued vacation balances under 368 hours on June 30, 2025, may carry over those balances into FY 2026 but must begin to reduce their balance of vacation hours in accordance with HR Policy 3354-2-20-52.

1. An employee with a vacation balance under 368 hours on July 1, 2025, will continue to accrue vacation hours each pay period, if the balance does not exceed 368 hours. Vacation hours in excess of 280 hours on June 30, 2027, will not roll into the new fiscal year on July 1, 2027.
2. An employee with accumulated vacation hours below 368 hours on July 1, 2025, must immediately set up a regular schedule to be approved in advance by his/her

supervisor to use vacation days each week or in designated weeks through the year. For example, a full-time employee could use vacation as follows:

- one day of vacation per week for one year (possible 416 hours).
- one four-hour increment each week for one year (possible 208 hours).
- up to four full weeks of vacation scheduled throughout the year (possible 160 hours).
- some combination or variation of these day or week vacation usage options.