
VACATION LEAVE FOR MASSC EMPLOYEES

It is the Administrative procedure of the Southwestern Oregon Community College District that full-time, regularly employed Managers, Administrators, Supervisors, Specialists and Confidential staff shall accrue 13.33 hours paid vacation leave per month. Leave accrual shall be prorated by the percentage of full-time employment for those employed 50% of full-time or greater. MASSC employed less than 50% of full-time are not eligible for vacation leave.

Vacation leave shall be earned from the date of employment.

All vacation leave shall be approved by the immediate supervisor.

A maximum of 160 hours of vacation leave may be compensated at termination of employment.

A maximum of 320 hours of vacation leave may be accumulated.

Adopted by Board of Education:

(Procedure #3.026) July 21, 1975

Revised: March 20, 1989

Changed to Administrative Procedure January 22, 1996

Revised: February 7, 2005

Combines 6.3.030 and 6.3.032

Reviewed January 17, 2013 (Formerly Admin Procedure 6.3.03)