A. During the probationary period, full-time administrators shall be entitled to a vacation allowance equivalent to 1.0 day per contract month. Part-time benefits-eligible administrators shall be entitled to an annual vacation allowance equivalent to .5 days per contract month. Vacation may not be scheduled outside the employee’s regularly scheduled work year (academic) and employees may not elect vacation pay in lieu of time off.

B. After the probationary period, full-time administrators shall be entitled to annual vacation allowances equivalent to 1.8 days per contract month. Part-time benefits-eligible administrators shall be entitled to annual vacation allowances equivalent to .9 days per contract month. Vacation may not be scheduled outside the employee’s regularly scheduled work year (academic) and employees may not elect vacation pay in lieu of time off.

C. Full-time administrators may not accumulate vacation time in excess of thirty-three (33) days. Part-time benefits-eligible administrators may not accumulate vacation time in excess of sixteen and one-half (16-1/2) days.

D. Pay shall not be made in lieu of vacation leave, except in cases of employee severance, in unusual cases when the President may approve substitution of pay for not more than one-half of the employee’s vacation entitlement or per College procedure as established by the President.

E. Vacation shall be granted in accordance with the administrator’s request subject to the needs of the College.

F. When employment with the College is terminated due to dismissal, non-renewal, resignation, or retirement, the administrator shall be entitled to regular pay equivalent to the days of vacation left in his/her record.

G. When employment with the College is terminated by the death of the administrator, the pay for that individual shall be continued to the estate through the pay period in effect at the time of death. Further, the estate shall be entitled to regular pay equivalent to the days of vacation left in the deceased’s record.

H. The President and Vice Presidents are entitled to an additional week (5 days) of paid vacation per year with the requirement that the week must be taken with an additional week from his/her accrued vacation, ensuring two consecutive weeks of absence from their position.

I. The President will inform the Chair of the Board of Trustees about all planned uses of paid leave.