



404 POLICY – Vacation Leave

404.1 Statement of Policy

All full-time, twelve-month employees of Redlands Community College earn paid vacation leave benefits while employed with the College. All employees on less than twelve-month contracts shall not earn any vacation leave.

404.2 Accrual

Vacation leave benefits begin accruing on the date that full-time employment with the College commences. The rate of accrual is established by College administration and is published in the Procedures section of the Policies and Procedures Manual.

404.3 Accumulation

Accrued vacation leave benefits may be accumulated to a maximum amount that is established by College administration and is published in the Procedures section of the Policies and Procedures Manual.

404.4 Abstention for New Employees

New employees are not eligible to use earned vacation leave during the first ninety (90) days of employment, unless specifically approved at the time of hire by an Administrative Officer. If vacation leave is approved within this initial period, the time taken will be considered unpaid and deducted from the employee's paycheck.

404.5 Termination of Employment

Upon termination of employment, by resignation or otherwise, the employee shall be entitled to compensation for any accrued, unused vacation leave at the employee's regular rate of pay.

Adopted 1991
Revised December 2020
Revised April 2024
Revised September 2025



404 PROCEDURE – Vacation Leave

404.1:1 Procedure for Using Vacation Leave

All full-time employees entitled to vacation leave must log into Colleague Self-Service to request vacation leave. Vacation leave is not granted until the supervisor approves the leave by also logging into Colleague Self-Service and approving the leave. If at any time this leave was not taken, the supervisor must log into Colleague Self-Service and reject this leave in order for the time to be added back to the leave balance.

If a support staff employee has accrued compensatory time, the employee's request for vacation leave will not be approved; unless the employee is subject to lose said leave due to having reached the maximum amount of accrued vacation leave.

404.2:1 Accrual of Vacation Leave for all 12-Month Contracts, which includes Administrative and Professional Staff and Faculty

All full-time Administrative and Professional Staff and Faculty on twelve (12) month contracts shall earn:

1 – 9 years of service	10 hours per month
10 + years of service	16 hours per month

A maximum of fifteen (15) consecutive days of vacation leave may be taken at any one time. Years of service is based on continued non-interrupted full-time employment.

404.2:2 Accrual of Vacation Leave for Support Staff

All full-time Support Staff on twelve (12) month contracts shall earn:

1 – 3 years of service	6.67 hours per month
4 – 9 years of service	10 hours per month
10 + years of service	16 hours per month

A maximum of ten (10) consecutive days of vacation leave may be taken at any one time. Years of service is based on continued non-interrupted full-time employment.



404.3:1 Accumulation of Vacation Leave for Administrative and Professional Staff and Faculty on 12-Month Contracts

All full-time Administrative and Professional Staff and Faculty on twelve (12) month contracts may accumulate vacation leave to a total of one-hundred sixty (160) hours.

404.3:2 Accumulation of Vacation Leave for Support Staff

All full-time Support Staff on twelve (12) month contracts may accumulate vacation leave to a total of one-hundred sixty (160) hours.

Adopted 1991
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