Policy Number: 451
Policy Title: Vacation
Policy Council Review Date(s): 4/22/11 and 6/16/11
PPAB Approval Date: 6/28/11

POLICY:
Georgia Perimeter College provides vacation leave for certain categories of employees.

PROCEDURE:
I. Faculty
   A. Faculty members employed on an academic-year basis do not earn vacation time.
   B. Faculty members employed on a twelve-month (fiscal-year) basis shall be entitled to
      vacation earned at the rate of one and three-fourths working days per month. All
      working days during the fiscal year shall be counted, absences during academic calendar
      breaks shall be recorded as vacation, and all vacation days shall be documented on
      institutional leave records. The use of approved leave shall be recorded in GPC’s Time
      and Labor system.

The use of approved annual leave shall be recorded in GPC’s Time and Labor system.

Earned vacation may be accrued up to a maximum of forty-five working days, and employees
shall be compensated for all accrued vacation time up to but not exceeding forty-five days upon
termination of service from the University System of Georgia (USG). The compensation shall
be based on institutional leave records. Terminating employees shall not accrue vacation after
the last working day of their employment.

Upon moving between USG institutions with no break in service, faculty employed on a
twelve-months (fiscal-year) basis must transfer accrued vacation leave between one and
twenty days. Faculty with accrued vacation leave of greater than twenty days may elect one
of the following options:

- Transfer the total accrued vacation balance, not to exceed forty-five days.
- Payment by the employee’s previous institution of accrued vacation leave in excess of
  twenty days. The total accrued vacation leave for which the employee may be paid
  shall not exceed twenty-five days.

Vacation shall be taken at times mutually acceptable to the employee and his/her supervisor.
Faculty members changing from a fiscal-year contract to an academic-year contract shall be
paid their accrued vacation time subject to the forty-five day maximum payment restriction upon termination of the fiscal-year contract.

II. Non-Faculty

A. Temporary employees, student assistants, and regular employees (those in an established budgeted position) working less than one-half time do not earn or accrue vacation time.

B. Non-Faculty Employees:

1. Non-Faculty Employees working full-time, other than temporary employees, shall be entitled to vacation at the rate of one and one-fourth working days per month for each of the first five years of employment, one and one-half working days per month for each of the next five years of employment, and one and three-fourths working days per month for each year after the completion of ten years of continuous service.

2. Non-Faculty Employees, other than temporary employees, working one-half time or more but less than full-time shall earn and accrue vacation time in an equivalent ratio to their percentage of time employed.

3. Full-Time Administrative Officers: As defined in BOR Policy, a full-time administrative officer employed on a twelve-month fiscal-year basis shall be entitled to vacation / annual leave earned at the rate of one and three-fourths working days (fourteen hours) per month. Earned vacation may be accrued up to a maximum of forty-five working days, and employees shall be compensated for all accrued vacation time upon termination of service from the University System of Georgia for any reason. Such compensation shall be based on information from institutional vacation leave records. A terminating employee shall not accrue vacation leave after the last working day of employment.

Upon moving between USG institutions with no break in service, an employee must transfer accrued vacation leave of between one and twenty days. Employees with accrued vacation leave of greater than twenty days may elect one of the following options:

- Transfer of the total accrued vacation balance, not to exceed forty-five days.

- Payment by the employee’s previous institution of accrued vacation leave in excess of twenty days. The total accrued vacation leave for which the employee may be paid shall not exceed twenty-five days.

III. Grant-Funded Employees:

1. Employees paid from grant funds are required to use all accumulated annual leave prior to the grant's ending date and are restricted from receiving vacation payout except in unusual
circumstances approved by the Office of Grants and Sponsored Programs and Human Resources jointly.

2. Employees transferring into a new grant-funded position or onto another funding source may not transfer accumulated vacation time earned from previous grants or funding sources and must plan accordingly to take leave or it will be forfeited.

3. An employee who anticipates resignation or separation from employment is responsible for working with his/her supervisor to use accumulated vacation leave prior to leaving employment. Vacation leave must be used in a manner that will not adversely affect grant activities/operations. A wholly grant-funded employee may not be on continuous leave leading up to his/her official separation date. The last day of employment (effective date) is to be the last day of actual presence of the employee. Wholly grant-funded employees who cannot use their total accumulated vacation leave without adversely affecting grant activities/operations—as determined by his/her supervisor—shall forfeit any remaining vacation leave.

4. Grant-funded employees on multi-year grants may not carry over more than 10 working days of annual leave (80 hours) into a new calendar year. Any balance greater than 80 hours will be forfeited.

5. Employees who are partially grant-funded are limited to the same restrictions regarding the portion of annual leave earned from the external funding source. Contact the Office of Grants and Sponsored Programs for detailed information.

6. Employees on grant funding are informed of this policy at the time of their employment through their employment offer letter.

7. Existing employees on grant funded positions will be notified of this policy within 30 days of its approval by the PPAB. Any exceptions to either payout or carry-over guidelines within the first twelve months of the effective date of this policy must be approved by the supervisor, project director, Grant Office, and Human Resources.

As stated above, vacation shall be taken at times mutually acceptable to the employee and his/her supervisor.