

# Policy

Policy # 3.04.02

Effective Date: 7/94

Revised: 2/24/16

<p><i>(Impact Area - Dept Name)</i></p> <p>All Benefit Eligible Staff</p>	<p><i>(General Subject Area)</i></p> <p>Leaves</p>	<p><i>(Specific Subject Area)</i></p> <p>Annual (Vacation) Leave</p>
	<p><b>Author:</b> Human Resources</p>	<p><b>Supersedes Policy #</b></p>
<p><b>Relates to Procedure #</b></p>	<p><b>Impact:</b></p>	
<p><b>Legal Citation (if any):</b></p>		
<p><b><i>North Idaho College</i></b></p>		

Policy Narrative

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Annual (Vacation) Leave is paid time off accrued by benefit-eligible staff and available for personal use as approved by their immediate supervisor. Annual leave may be used to cover sick leave when sick leave balances have been depleted. Annual leave may be used to receive full pay during periods of Short Term Disability leave (STD).

Annual leave is accrued at the end of each pay period worked. If an employee goes on leave without pay (LWOP) at any time during a pay period, the annual leave accrual may be prorated for that pay period.

The rate at which annual leave is accrued during each bi-weekly pay period depends on employee's classification, length of service and hours worked. A maximum of 240 hours (30 days) of annual leave may be carried over from fiscal year to fiscal year.

For current accrual rates and reporting procedures refer to administrative operational guidelines.