

Doane College Vacation Policy

Doane College offers its full-time and eligible part-time employees paid vacation on an accrual based system. Vacation time must be requested and approved in advance (the sooner, the better) of the desired day(s).

Each department coordinates vacation time according to the college's needs. If more than one employee in a department or area requests the same vacation period, schedules may be adjusted by the supervisor. Typically, employees shall not take in excess of 2 weeks of vacation consecutively.

Employees qualifying for Family and Medical Leave Act (FMLA) must use sick and vacation paid time off prior to using unpaid time.

Maximum Vacation Earnings:

Doane College encourages employees to use their vacation time so they can recharge and restore and take time off for personal reasons, therefore based on status and years of service, employees will have a cap on the number of hours they will be eligible to earn. Once the employee reaches their maximum earning cap, they will stop earning vacation hours until they use vacation time and drop below the maximum earning cap.

New Employees:

Earning of paid vacation begins the first pay period following their date of hire; however employees must complete three months of service prior to taking paid vacation. New employees receive a pro-rated vacation accrual amount based on their hire date for their first pay period.

Tracking Time Off:

All employees will be required to track vacation usage. Classified non-exempt employees will track used vacation on their time cards. Exempt employees will complete a "Time Off Request Form" and present it to their manager for approval. Once approved, the manager will send the form to the payroll office.

Anniversary Dates:

Employees will begin earning vacation at the appropriate accrual rate (based on the Employee Vacation Accrual Schedule below,) the pay period following the employees' anniversary date. This means that when an employee reaches a "milestone" anniversary (5 or 10 years of service) and they are eligible for a higher accrual rate, they will begin earning at the new rate the pay period immediately following their anniversary date.

Separating employees:

When employees terminate (either voluntary or involuntary) from Doane College, they will be paid their earned, unused vacation time the pay period following the termination date or within two weeks, whichever comes first. They will be credited through the last complete pay period that they work regardless if they leave voluntarily or involuntarily.

Non-Exempt (Hourly) employees who have completed at least three months of service may schedule and take vacation time once it has been earned.

Exempt employees may be advanced up to five days of vacation leave, which has not been earned.

If any employee leaves the college and has taken more vacation time than has been earned at the time of termination that amount will need to be refunded at the time of exiting the college.

Classified Non-Exempt Employee Vacation Accrual Schedule:

Full time (40 scheduled hours/week):

1-5 years: 6.66 hours/pay period or 2 weeks/year
*120 hours/3 weeks = Maximum Earning Cap

5-10 years: 10 hours/pay period or 3 weeks/year
*160 hours/4 weeks = Maximum Earning Cap

10+ years: 13.33 hours/pay period or 4 weeks/year
*200 hours/5 weeks = Maximum Earning Cap

Non-Exempt employees scheduled to work 20 hours or more per week shall earn vacation based on actual hours worked per pay period. Part-time Non-Exempt employees' Maximum Earning Caps are figured in a ratio equivalent to his/her percent of full-time employment. For Example: A part-time employee, employed for 2 years is scheduled to work 20 hours per week has a Maximum Earning Cap of 60 hours and will earn 3.33 hours/pay period. Note: Vacation time does not accrue on over-time hours worked, unpaid time or Sick Leave.

Exempt Employee Vacation Accrual Schedule:

Full time (40 hours/week):

1-5 years: 10 hours/pay period or 3 weeks/year
*160 hours/4 weeks = Maximum Earning Cap

5+ years: 13.33 hours/pay period or 4 weeks/year
*200 hours/5 weeks = Maximum Earning Cap

Cabinet & Admission Counselors Vacation Accrual Schedule:

Full time (40 hours/week):

13.33 hours/pay period or 4 weeks/year
*200 hours/5 weeks = Maximum Earning Cap

Part-time Exempt employees scheduled to work 20 hours or more per week shall earn vacation in a ratio equivalent to his/her percent of full-time employment. Maximum Earning Caps are figured in a ratio equivalent to his/her percent of full-time employment. Note: Vacation time does not accrue on unpaid time or Sick Leave.

Temporary or Seasonal employees and regular employees that are not regularly scheduled for 20 hours per week are not eligible for vacation benefits. Exempt employees working less than 12 months per year receive no paid vacation benefits. The date the employee becomes a regular employee scheduled 20 or more hours per week will be used to determine when employees are eligible for an additional week of vacation.

