

Vacation Leave Policy - Non-Bargaining Unit Employees (400.12)

Date Adopted: January 16, 1990

Revised: June 21, 2005

Revised: April 21, 2009

Revised: February 16, 2010

Revised: May 21, 2013

Revised: November 15, 2016

Revised: April 21, 2020

Revised: September 20, 2022

The purpose of this policy is to describe the Board-approved vacation leave for IECC employees not covered by the Collective Bargaining Agreement.

A. Allocations and Accumulations

Allocated and accumulated vacation time is based upon IECC's employee classifications:

1. Exempt (Administrative & Professional Non-Faculty Employees)

Each full-time administrative and professional non-faculty exempt employee shall earn 20 vacation days per year. Administrative and professional non-faculty exempt employees may accumulate no more than 40 paid vacation days.

2. Non-Exempt (Administrative & Professional Non-Faculty Employees)

Effective December 1, 2016, those employed into this classification shall earn 15 vacation days per year. This class of non-exempt employees may accumulate no more than 25 paid vacation days. All employees in this classification prior to December 1, 2016 will be grandfathered in and earn 20 vacation days per year and may accumulate no more than 40 paid vacation days.

3. Classified (Clerical, Technical, Maintenance Employees)

Each full-time Classified employee shall earn 10 vacation days per year. Classified employees with less than 7 years of employment may accumulate no more than 20 vacation days. After 7 years of employment, each full-time Classified employee shall earn 15 vacation days per year. Effective July 1, 2009, Classified employees with 7 or more years of employment may accumulate no more than 25 paid vacation days.

Vacation for modified time employees shall be pro-rated according to time employed in relation to full-time employees.

Employees in grant-funded positions who attempt to carry-over unused vacation hours at the end of a fiscal year, do so at the risk of losing unused vacation hours and pay for those hours if the grant funding is not renewed or cut and employment with the District is terminated. An employee in grant-funded position shall be advised to take all earned vacation hours prior to the termination date of a grant-funded position to eliminate possible forfeiture of pay for such remaining hours.

B. Vacation Accrual

Employee's first year of vacation accrual is prorated based on hire date. Vacation time does not accrue during an employee's unpaid and/or workers compensation leave.

C. Vacation Upon Separation

1. Upon retirement or voluntary resignation of employment with the District, an employee may choose one of the following alternatives:

- receive pay at his/her current per diem rate for the number of accumulated vacation days following completion of his/her duties with the District.

- take his/her accumulated vacation days just prior to completion of his/her duties with the District. In this situation, the last day of vacation would also be the last day of employment.
2. Upon involuntary separation, employees will be paid their remainder of accumulated vacation days in a lump sum payment, following completion of duties.

Voluntary and involuntary separation accumulation vacation day payments shall be subject to restrictions as set forth in Public Act 94-004, and as interpreted by the Board of Trustees.