Pitzer College

Vacation Accrual and Accounting Policy for Exempt Administrators
(Grades 5 and Above)

Eligibility
You must be a regular, benefits-eligible employee (not temporary), working at least 20 hours per week.

Vacation Earning Rate
Vacation is earned for time worked and is pro-rated for months during medical or unpaid leaves. Usage is in no less than half-day (4.0 hour) increments.

- Full time exempt administrators earn vacation at the rate of 14.67 hours (1.83 days) per month.
- Part-time exempt administrators earn a corresponding pro-rated amount based on the percentage of work time. For example, a half-time employee (working 20 hours per week) will earn 7.34 hours per month (50% of the full-time rate).

Maximum Balances
No employee may have more than 264 vacation hours at any time. You will not accumulate more time until some is used up. Maximums are pro-rated for part-time employees.

Usage
Usage is in no less than half-day (4.0-hour) increments. Vacation time off must be arranged in advance with your supervisor. Vacation time cannot be taken in advance of accruing actual time off, unless approved by the supervisor. If time off is approved where insufficient vacation time is available in the employee’s balance, time in excess of the available balance will be unpaid.

An employee absent because of illness or injury may, with the approval of the supervisor, elect to use vacation hours if sick time has been depleted.

Record Keeping - It’s Important!
You are responsible for tracking your own earnings and usage and reporting it on a monthly basis into the electronic time and attendance system. Please contact Human Resources if you need assistance. Keep records up-to-date as the balances must be reported every year for the annual audit.

Annual Audit: Auditors contact Human Resources every June and request balances for all employees. Be prepared to submit your up-to-date vacation balances to Human Resources every June.

If you have any questions about your own time accounting, call the Human Resources Office at ext. 18254.