

**Manhattan Area Technical College
Institutional Policy & Procedure Manual**

Policy No. 7.4.5

Title: Professional, Administrators and Classified Staff Benefits— Vacation, Sick, and Personal Leave	
Originated by : MATC VPBS, Exec. Admin	Created On: 9/21/2005
Revised by: Senior Admin, HR	Revised: 6/2/2011, 7/1/2017, 6/19/2024, 9/30/2025

Policy Statement: Annual Leave for 12-month employees is needed to ensure a healthy and productive workforce. Manhattan Area Technical College allows Professional, Administrator, and Classified employees to accrue paid leave based on the employee's classification. Employees covered by the Manhattan Area Technical College Faculty Association earn personal and sick leave as outlined in the negotiated agreement.

Rationale: Faculty and staff are critical to the success of the institution. Employees are awarded annual leave to take time away from the job in order to relax, recuperate, and be refreshed for the remainder of the employment year.

Procedure: Requests for vacation, sick, and/or personal leave must be submitted to immediate supervisors according to procedures. Supervisors have the discretion to deny vacation and personal leave requests, taking into account the workload/needs of the department. Requests by employees to use their accrued vacation, sick, or personal leave should be made according to departmental policy.

A. **VACATION ACCRUAL:** An employee will receive vacation leave credit beginning the first pay period following the employee's date of hire.

1. Professional and Administrator employees accrue vacation at 13.33 hours per month totaling 160 hours per year.
2. Full-time Classified employees who work forty (40) hours per week earn and accrue vacation leave as follows:
 - a. Following the first day of employment: 96 hours per year earned at 8 hours per month.
 - b. Following the second anniversary of continuous service: 160 hours per year-earned at 13.33 hours per month.

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3. Regular Part-time employees accrue vacation as non-descript paid-time-off (PTO) at 8 hours per month or 96 hours per year. For the purposes of this policy, regular part-time employees include any professional or classified employee that works 12 months between 1040 and 1820 hours per year.
4. Professional/Administrative/Classified staff may accumulate and carry forward to the next fiscal year no more than 30 days (240 hours). Regular part-time employees may accumulate and carry forward for the next fiscal year no more than 120 hours of vacation leave.

B. **SICK LEAVE ACCRUAL**: An employee will receive sick leave credit beginning the first pay period following the employee's date of hire. Sick leave may be used for illness, injury or medical complications experienced by an employee. Sick leave may also be used to care for a member of the employee's immediate family. A physician's statement may be required after 2 consecutive days of sick leave at the discretion of the immediate supervisor.

In the event an employee, or their immediate family member, is ill and has exhausted all available sick leave, vacation and/or personal leave will be charged for time away from the job. Leave without pay will be allowed only after all leave balances are exhausted.

1. Full-Time Professional, Administrator, and Classified staff accumulate sick leave at 8 hours per month, totaling 96 hours per year.
2. Professional/Administrative/Classified staff may accumulate and carry forward to the next fiscal year no more than 90 days (720 hours).
3. Professional, Administrator and Classified staff may request to transfer available vacation or personal leave that has been accumulated in excess of the allowable carryover limits towards their sick leave balance at the end of the fiscal year, up to the total allowable limit (720 hours) of sick leave. Requests to transfer vacation and personal leave hours into sick leave must be communicated and approved in writing by the employee's immediate supervisor and the President/CEO

C. **PERSONAL LEAVE ACCRUAL**: An employee will receive personal leave credit on the employee's initial date of hire and will only accrue personal leave once per year. For continuing employees, personal leave is granted on July 1st of each year.

1. Full-Time Professional Administrator, and Classified staff members are awarded 16 hours personal leave per year.
2. Professional/Administrative/Classified staff may accumulate and carry forward to the next fiscal year no more than 5 days (40 hours) of Personal Leave.

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- D. EFFECTIVE DATE OF ACCRUAL; Earned leave will be credited on the first day of the pay period following the start of employment. (EX Start day of July 1st, leave will be accrued and available July 16th)
- E. EARNED LEAVE; An employee may not take any leave that has not been accrued. Leave earned by an employee during the month shall be available for use on the first day of the following month. If the employee resigns or is otherwise separated from service, the vacation leave earned in the pay period in which the separation occurs shall be credited to the employee and payment made to the employee for that leave if the employee is eligible.
- F. HOLIDAY DURING VACATION; Any official College holiday that occurs during an individual's scheduled vacation **will not** be counted as a day of vacation.
- G. WAIVING OF VACATION; An employee may not waive vacation leave for the purpose of receiving double pay.
- H. LEAVE OF ABSENCE; No vacation or sick leave will accrue during a period while an employee is on an unpaid leave-of-absence.
- I. PAYMENT AT TERMINATION; Employees in good standing who resign or are terminated without cause will be compensated for up to 80 hours of available vacation credited and unused as of the date of separation.

For the purposes of this policy, an employee who resigns is considered *in good standing* if they (1) provide at least two (2) weeks written notice of resignation to their supervisor, unless otherwise waived by the supervisor and (2) maintain a personnel record free of outstanding disciplinary actions or active policy violations through their final day of work.

Employees who are terminated for “*cause*” will not receive compensation for unused vacation. For the purposes of this policy, “*cause*” is defined as including, but not limited to:

- Gross misconduct;
- Theft, fraud, or dishonesty;
- Violation of college policies or procedures;
- Insubordination;
- Acts of violence, harassment, or discrimination;
- Any other serious conduct that justifies immediate termination.

The maximum compensation for vacation credited and unused at the date of employee separation is 80 hours. All amounts credited and unused above 80 hours upon separation will be transferred to the Catastrophic Leave Bank. In cases where a Separation Agreement is offered, payout of leave will be administered according to the terms of such agreement.

In case of death, compensation shall be paid to the surviving spouse or the employee's estate.