Summary – Cornell Cooperative Extension’s vacation policy is designed to provide eligible employees with a period of rest and relaxation in recognition for services performed throughout the year.

Eligibility – Full-time, part-time and temporary benefits-eligible employees who work more than 6 months are eligible for paid vacation leave in accordance with the vacation accruals listed below. Non-benefits eligible temporary employees are not eligible for paid vacation leave but may be allowed to take time off without pay, provided the employee receives prior approval from the employee's supervisor.

Vacation Leave Pay – A non-exempt employee is eligible to receive compensation at the employee's current base rate of pay for the vacation period. An exempt employee receives the employee's regular salary for the vacation period.

Vacation Accruals – Vacation accruals begin on the staff member's first day at work and are tallied at the end of each month. Vacation leave may not be taken before it is accrued. Accruals will continue during periods of paid leave (vacation, sick, personal), excluding Extended Medical Leave (EML) if not supplemented with other paid leave.

Accrual Calculations for all staff (Non-Exempt and Exempt) – Eligible employees accrue vacation leave at a rate equivalent to 14 hours per month, based on a 40 hour work week, to a maximum annual accrual of 168 hours, or 21 vacation days per year.

Pro-rated Vacation Leave – Eligible part-time staff members accrue vacation at a pro-rated amount based on the standard number of hours scheduled per week.

Maximum Accumulation – The maximum accumulation of unused vacation leave credits is set at 168 hours for staff working 40 hour work weeks, and prorated for staff working fewer than 40 hours per week. At no time, should the maximum accumulation exceed 168 hours or 21 days, based on scheduled hours. Once the maximum accumulation is reached, no additional leave will accrue until leave is used.

Scheduling - Requests for scheduled time off must be submitted in writing to the employee’s supervisor (e-mail is acceptable). Vacations are normally scheduled based on the date the request is received. The Association reserves the right to designate when some or all of an employee's vacation leave is taken, based upon program, administrative and other Association needs.

Use of Vacation Leave – Non-exempt employees may use vacation leave in increments of 1/2 hour. Exempt staff should normally use vacation leave in half-day increments.
**Holiday During Scheduled Vacation** - If an Association observed holiday falls on an employee's normal workday and the employee is on paid vacation, the day is counted as a paid holiday and not a vacation day. No allowance is made for sickness or other paid absence occurring during a scheduled vacation.

**Change in Maximum Accumulation** - If an eligible employee’s maximum accumulation of unused vacation leave credits decreases during the fiscal year (January 1 – December 31st), either voluntarily or involuntarily, including decreases due to reduction in scheduled hours, the maximum accumulation balance will not be adjusted until completion of 9 months or after the end of the new fiscal year, whichever is longer. After that date, any unused accrued vacation leave over the new maximum accumulation amount will be forfeited.

**Change in Employment Status** - When a staff member changes from temporary to regular employment or benefits-eligible status with no break in service, vacation accruals are retroactive to the staff member's original hire date.

**Change in Funding Source** – The association will require that vacation leave be taken prior to the end date of a specific funding source in order to comply with funding requirements, unless permission is granted in advance by a supervisor to do otherwise.

**Separation from Employment** - An employee who resigns, retires, terminates or is laid off is eligible to receive compensation for unused accumulated vacation leave, up to the association maximum accrual upon separation from the Association. Employees who do not return from FMLA/EML will not be paid for time accrued while on leave. If an employee is given sufficient notice prior to a layoff, the association will require that vacation leave be taken prior to the end of employment in order to comply with funding requirements, unless permission is granted in advance by a supervisor to do otherwise.