

# **CORNELL COOPERATIVE EXTENSION ASSOCIATION OF ST.LAWRENCE COUNTY HUMAN RESOURCES POLICY MANUAL**

**Section:** Absence Guidelines  
**Subject:** Vacation  
**Policy:** Local  
**Code:** 603  
**Date of Adoption by BOD:** May 25, 2023  
**Effective Date:** June 1, 2023

**Summary** – Cornell Cooperative Extension Association of St. Lawrence County’s Vacation Leave 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 are eligible for paid Vacation Leave in accordance with the vacation parameters 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 and the Association Executive Director.

**Federal/State Requirements** – Federal and/or state grants and contracts may require specific rules be followed for certain individuals employed as a result, regarding use and/or payout of earned leave time. In these cases, Cornell Cooperative Extension of St. Lawrence County’s will adhere to those federal and/or state regulations, and those regulations will override Cornell Cooperative Extension of St. Lawrence County’s existing Vacation Leave policy where appropriate.

**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.

**New Employees** – Vacation accruals begin on the staff member’s 1<sup>st</sup> day of employment. Vacation Leave may be taken as earned. However, the number of paid vacation days taken at any one time cannot exceed the amount earned without prior approval from the Executive Director.

**Exempt and Non-Exempt Staff Vacation Accrual** – Full-time, part-time, and temporary benefits eligible employees accrue 21 days of Vacation Leave annually. Vacation accruals are credited on the first day of each month (once the waiting period is realized) and are pro-rated based on the employee’s benefit day calculation.

**Exempt and Non-Exempt Staff Longevity Rules** – After twenty (20) years of continuous employment in the Association, full-time, part-time, and temporary benefits eligible employees will accrue 24 days of Vacation Leave annually. Vacation accruals will be credited on the first day of each month and will be based on the employee’s benefit day calculation.

**Use of Vacation Leave** - Non-exempt employees may use vacation leave in hour increments. Exempt employees may use personal leave in half or full day increments.

**Benefit Day** – A benefit day is calculated by dividing an employee’s standard work week by five (5) days. Example: An employee works 20 hours per week. That employee’s benefit day is

calculated in the following manner: 20 hours per week divided by 5 days = 4 hour benefit day.

**Carry Over** – An employee may only carry over a maximum of five (5) days from one benefit year to the next. Any remaining vacation days will be forfeited on the last day of the benefit year. An employee is not eligible to receive payment for any credited, unused Vacation Leave that is forfeited.

**Benefit Year** - The period commencing on January 1<sup>st</sup> and ending on December 31<sup>st</sup>.

**Scheduling** - Vacation requests of five (5) days or more must be submitted via established Association procedure to an employee's Supervisor at least two (2) workweeks in advance. Every effort is made to authorize vacations in accordance with employee requests, taking the date the request is received, length of employment, operating, program, administrative and other Association needs and requirements into account. In addition, the Association reserves the right to designate when some or all of an employee's Vacation Leave is taken.

**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.

**Leave of Absence** - Vacation Leave accrues while an employee is on a paid leave of absence that does not exceed 20 consecutive calendar days (including paid vacation portion of FMLA leave and excluding educational leave and sick leave) but does not accrue while an employee is on an unpaid leave of absence.

**Change in Standard Hours** - If an employee's standard hours change at any time, either voluntarily or involuntarily, the employee's benefit day calculation will be adjusted accordingly to reflect the change, and adjusted leave time accruals will be reflected on the first day of the month following the change.

**Separation from Employment** - An employee who resigns or is laid off is eligible to receive compensation of credited, unused Vacation Leave upon separation from the Association. An employee who leaves the Association on behalf of a *bona fide* retirement is eligible to receive compensation of credited, unused vacation leave. The Association will not pay more than twenty-one (21) days of Vacation Leave at the time of resignation or retirement unless otherwise specified. To be eligible for this payment, an employee who resigns or retires must give and complete the required notice period. An employee must also return all Association property in the employee's possession, including but not limited to: electronic and paper files, equipment, etc. in order to receive this payment. An employee who is terminated for misconduct or poor performance is not eligible to receive compensation for credited, unused Vacation Leave.