



**ADMINISTRATIVE  
REGULATION AND  
PROCEDURE**

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| Title: VACATION FOR NONREPRESENTED PERSONNEL | Code: CC1002 |
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Policy Reference: C0507, Summary of Nonrepresented Employee Benefits

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MATC will provide vacation with pay for all exempt, nonrepresented personnel in qualifying positions for the purpose of rest and relaxation.

The vacation year shall run from July 1 through June 30, and vacation may be taken with supervisory approval from April 1 of the year it was earned in through June 30 following the year the vacation was earned in.

If vacation time is taken between April 1 and July 1, then the amount allowed at that time should not exceed the amount earned. Vacation time cannot be taken before it is earned.

Vacation may be scheduled for a minimum of one hour at a time.

Nonrepresented employees are eligible to postpone up to 20 percent of the vacation earned in a year without approval. Vacation days in excess of 20 percent may be postponed one subsequent vacation year only when required by MATC and approved in advance by the President or designee. An employee may not be granted additional pay in lieu of vacation days not taken.

When holidays observed by MATC fall within a vacation period, the vacation day will be carried over. An employee who becomes disabled for more than three days during a vacation period may reschedule the vacation days lost providing this disability is supported by a doctor's statement.

Vacation shall be prorated based upon the number of weeks worked in the vacation year. Fractions of days above .50 shall equal one full vacation day, and fractions of days below .50 shall be dropped. Employees terminating employment after successful completion of the probationary period will receive a prorated vacation allowance for the period worked during the vacation year.

Employees are notified each April 1 of the vacation accumulation that may be used during the following 15-month period. The vacation schedule for nonrepresented employees is as follows:



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| <b>NONEXEMPT EMPLOYEES</b> |                  | <b>EXEMPT EMPLOYEES</b> |                  |
|----------------------------|------------------|-------------------------|------------------|
| Years of Service           | Amount           | Years of Service        | Amount           |
| 1-4                        | 2 weeks per year | 1-14                    | 4 weeks per year |
| 5-9                        | 3 weeks per year | 15 & over               | 5 weeks per year |
| 10-14                      | 4 weeks per year |                         |                  |
| 15 & over                  | 5 weeks per year |                         |                  |

Vacation is prorated for employees during the first year of employment and for those employed on a school-year basis. Employees who work less than a 12-month period or less than an 8-hour workday will have their vacation prorated accordingly.

Employees subject to grant or limited-term funding who are notified their positions will not be continued, will be required to use their vacation entitlement prior to the end of the grant term.

Office of Responsibility: Human Resources Department

Last Reviewed: Mar-2022