Proposed Revision(s):

**B5.32 Vacation:** Twelve-month employees receive paid vacation time; fewer than twelve-month employees are not entitled to paid vacation. This policy does not apply to any personnel whose duties are primarily teaching.

**B5.32.1 Entitlement:** Personnel eligible for vacation under this policy must have worked a minimum of six (6) months, and entitlement is only for the pro-rata share of the annual vacation earned.

**B5.32.1.1** Administrative, professional, and technical Exempt personnel, as well as counselors, librarians, and faculty department chairpersons who are appointed for a 12-month period are entitled to three (3) weeks' paid vacation or a prorated share of three weeks appropriate to the employee’s yearly assignment.

**B5.32.4 Reports:** Classified Nonexempt employees will report vacation to the Payroll Office by timecards; exempt staff, administrators, counselors, and librarians, and department chairpersons will report on the appropriate form, which can be obtained from the Office of Human Resources.

**A5.13.1 Instructional Faculty Schedules** Instructional faculty begin duty each fall term on the Faculty Return Day for the fall semester. Work schedules for instructional faculty resume for the spring semester on the spring Faculty Return Day and carry through the date of commencement in May or the date that grades are due in the Office of Admissions and Registrar, whichever is later, as posted in the
College’s Academic Master Calendar. **Instructional Department Chairpersons who are appointed for a 12-month period will work during all weeks that College campuses are open, excluding approved vacation leave.**

**A5.15 Work Day and Work Week:** Although the actual number of hours per day and days per week scheduled to be worked will vary among employees in order to meet the needs of the College, the following definitions will apply in computing the actual number of hours of vacation and leave time accrued and used by classified exempt and nonexempt APT personnel, counselors, librarians, and department chairpersons.

**A5.15.1 Work Day:** A work day consists of the equivalent of eight (8) working hours for a full-time employee, six (6) working hours for a three-quarter-time (3/4-time) employee, and four (4) working hours for a half-time employee.

**A5.15.2 Work Week:** A work week consists of forty (40) working hours for a full-time employee, thirty (30) working hours for a three-quarter-time (3/4-time) employee, and twenty (20) working hours for a half-time (½-time) employee.