Vacation Leave Policy

Policy Number	300.18.02	**Custodian**	Human Resources
Approved Date	9/19/2023		
Effective Date	9/19/2023	**Review Date**	Oct. 2022
References: Employee Retirement Income Security Act of 1974, White Earth Tribal Government 401 (k) Plan, IRS			

1. **Purpose**

   White Earth Tribal & Community College (WETCC) recognizes the need for employees to take time off to maintain a healthy work/life balance by granting a vacation leave benefit to full-time permanent employees.

2. **Persons Affected**

   2.1. Staff

3. **Policy**

   This policy is to ensure the following:

   3.1. Vacation leave is granted to full-time, permanent employees, excluding faculty.

   3.2. Vacation leave accrues from the first day of employment for each 80-hour pay period at the following rates:

Year of Service	Vacation Accrual
Year 1	4 hours
Year 2	5 hours
Year 3	6 hours
Years 4 & 5	7 hours
Years 6 & 7	8 hours
Years 8 & 9	9 hours
Year 10 or beyond	10 hours

   3.3. Employees paid for less than 80 hours in a pay period will have their vacation leave accrual hours prorated by the hours paid.
   - Example: If an employee with three years of service worked 70 hours in a pay period, the employee would earn 5.60 vacation hours instead of 6 hours.

   3.4. Hourly/non-exempt employees may request vacation leave in one-quarter (1/4) hour increments.

   3.5. Salary/exempt employees may request vacation leave in 8-hour increments. There is no deduction of accrued leave for salaried employees approved to leave work early.

3.6. Employees transferring from a White Earth entity to WETCC may transfer up to 80 hours of vacation leave. White Earth entities include the following groups, which is not an inclusive list. WETCC may add or remove entities at any time:
- White Earth RBC
- White Earth Housing Authority
- Shooting Star Casino
- Pine Point School

3.7. Vacation leave balances may not exceed 240 hours on December 31 of each year. Employees forfeit any balances over 240 hours on January 1.

3.8. An employee using vacation leave during a holiday or other closures approved by the president will not be charged vacation leave for those times.

3.9. Eligible employees who previously worked for another White Earth entity may be eligible for a reinstatement of years of service (YOS) and vacation leave accrual rate per the following guidelines.
- New employees who want their YOS reviewed must submit a completed YOS Reinstatement Request Form to Human Resources (HR) within 30 calendar days of their start date at WETCC. Current employees who did not have their YOS evaluated for reinstatement have 30 calendar days from BOT approval of this policy to submit a completed YOS Reinstatement Request Form to HR for consideration. Within 10 business days, HR will verify the employee's past employment and calculate any YOS and accrual rate adjustments.
- Employees dismissed for a code of conduct violation during the four-year lookback period are ineligible for reinstatement of YOS or vacation leave accrual rate.
- HR only reviews employees' most recent term of service with a White Earth entity to determine reinstatement. The last term of service must have been within four years or less from the employee's start date at WETCC.
- YOS and vacation leave accrual rate calculations are based on whole years. For example:
  - An employee's most recent term of service with a WE entity was 4 years and 4 months. In this case, only 4 years would be added to the employee's YOS and vacation accrual rate.
- YOS and vacation leave accrual rate adjustments will appear on the pay period following HR verification of employment unless the employee has not met the 90-day probationary period. In such a case, any changes will appear on the pay period following the employee's successful completion of the probationary period.
- Employees who receive an adjustment to their YOS or vacation leave accrual rate are not entitled to back pay or accumulated vacation leave based on the adjustment.

3.10. Employees may take a vacation leave buy-out per the following guidelines.
- Buy-outs will be allowed once a calendar year
- Employees may buy out up to 40 hours
- Buy-outs will be at a rate of 75% value

- Employees must maintain a vacation leave balance of 80 hours

3.11. Upon separation of employment, WETCC pays employees their accrued vacation leave up to 240 hours.

4. Definitions

4.1. Full-Time. Employees scheduled to work 32 hours or more per week.

4.2. Permanent. Employees who do not have a defined period of employment.

4.3. Vacation Leave. Paid time off for personal use.

4.4. Vacation Leave Eligible Status. Full-time permanent employee.

4.5. YOS Reinstatement Request Form. A form used to review previous employment periods.

4.6. Term of Service. The start and end dates of a person's employment.

4.7. Timekeeping System. A system used to enter hours worked and request time off.

5. Procedures

5.1. Employees submit vacation leave requests to their supervisors in advance.

5.2. Employees enter their request for vacation leave into the timekeeping system for supervisor review and approval.

Revision History

Rev. Date	Rev. No.	Revision
7/10/2024	2.	Housekeeping New Format Changed name from Annual Leave to Vacation Leave Changed custodian from Special Projects to Human Resources Changed the rate at which vacation leave accrues Changed transfer of leave from another WE entity from 40 hours to 80 hours Changed maximum accrued vacation leave from 160 hours to 240 hours Added years of service and vacation leave accrual rate reinstatement Added vacation buy-out option Changed separation payout from 160 hours to 240 hours.
10/20/2020	1.	Original