

## Change in vacation policy

Currently, employees who accrue vacation hours are credited with their annual allotment of vacation at the beginning of the plan year on July 1st and must use those hours before the end of the plan year on June 30th. Any unused hours are forfeited at the end of the plan year.

*The Employee Policy Manual (Revised March 2018, Section 15b, page 35) currently states: "Vacation pay may not be carried over to the next fiscal year or borrowed from the next fiscal year."*

A number of staff members, through the Staff Advocacy Committee (SAC), have requested the 'use it or lose it' vacation policy be changed to allow vacation carry over from one plan year to the next. Allowing employees to carry unused vacation hours over to the following plan year allows more flexibility to use vacation time during the summer months.

Effective June 30, 2020, Hampshire College employees with unused vacation hours will be allowed to carry over up to five (5) vacation days into the following plan year. Any unused vacation time in excess of five days will be forfeited.

***Proposed Employee Policy Manual Revision*** (page 35, Section 15b): *"Employees may carry over up to five (5) accrued and unused vacation days at the end of the fiscal year on June 30th; those hours will be credited to the employee's vacation balance at the beginning of the fiscal year on July 1st. Employees may not borrow vacation hours from the next fiscal year."*

The College's policy regarding payment of accrued and unused vacation time at termination will remain unchanged. However, to clarify the treatment of carried over vacation hours at termination, the following policy revision will be made:

*Vacation pay and Termination of Employment* (page 15, section 7a) currently states: *"Accrued but unused vacation time will be paid to the individual."*

***Proposed Employee Policy Manual Revision:*** *"Accrued but unused vacation time, including any hours carried over from the prior fiscal year, will be paid to the individual."*