

WALDORF COLLEGE
Holiday Policy

All regular full time and regular part time staff employees earn vacation leave as listed below. Regular part-time staff earns vacation leave of 50% of the rate established for full-time employees. Vacation Leave resets every year on January 1. Employees may carry over a maximum of 40 hours of Vacation leave to the next year. Faculty does not earn vacation leave.

All employees are encouraged to take full advantage of their vacation accruals.

Upon termination, for any reason, unused vacation accruals will not be redeemed for cash beyond those days accrued during the **previous** “benefit year.” Any vacation earned during the year of termination cannot be redeemed.

All vacation days must be approved by the employees’ supervisor to insure there are no scheduling conflicts.

Eligible employees accrue paid vacation as per the following schedule:

Waldorf College
Vacation Time Benefits

Years of Service	Vacation
1 year	5 days
2 years	11 days (2 wks, 1 day)
3 years	12 days
4 years	13 days
5 years	14 days
6 years	15 days (3 weeks)
7 years	16 days
8 years	17 days
9 years	18 days
10 years	19 days
11 years	20 days (4 weeks)
12 years	21 days
13 years	22 days
14 years	23 days
15 years	24 days
16 years +	25 days (5 weeks)

“Years of Service” is the 12-month period that begins when an employee begins classification as a regular full-time or regular part-time employee and each full year of employment thereafter.

As of January 1, the entire years of vacation time while not earned is available to be used. By your signed acknowledgement of the electronic receipt of this handbook, you agree that vacation time used, but not earned as of the date persons terminates employment will be deducted from final payroll. Any unused vacation accruals will be paid out on next pay period after termination of employment.

All vacation time must have management approval, including vacation time taken in one-day increments. (One day increments- minimum 48 hours notice all others require a 2 week notice)

Vacation time off is paid at the employee’s base pay rate at the time of vacation.

HOLIDAYS

All regular full time and part time employees are entitled to holiday leave with pay in accordance with the number of hours hired to work per year divided by 2,080 hours. Staff hired to work less than 20hrs are not eligible for holiday leave.

New Years Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving (Wed-Friday of Thanksgiving)
Christmas Day*

**Dates for Christmas and other college-wide breaks, if any, are announced by the President annually.*

FLOATING HOLIDAYS-OPTIONAL

Waldorf College offers regular full time employees the opportunity to use a **Floating Holiday** to observe only **one** of the three holidays listed below.

MLK Day
Mid Term Break Spring
Veteran’s Day

Waldorf College will be open on the floating holidays. Please consult your supervisor/manager using the time off request procedure if you wish to be off for any of the holidays listed above.

As a reminder, one (1) Floating Holiday is provided to employees who have completed their orientation period.

REGULAR FULL-TIME EMPLOYEES

Waldorf College employees may use personal/vacation time before and after a holiday and still receive holiday pay if the time off is approved and excused. Approval must come from the immediate supervisor. **If there are multiple requests in a department to take off before and/or after a holiday, all requests may not be approved.**

REGULAR PART-TIME EMPLOYEES

Waldorf College will grant holiday time off to part-time employees (defined as those hired to regularly work less than 32 hrs each week, but at least 20 hours per week) on the holidays listed below.

New Year's Day
Independence Day
Thanksgiving Day
Christmas Day

HOW VACATION IS APPLIED

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. This may change with the discretion of the administration.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, personal leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If an eligible non-exempt employee works on a recognized holiday, s/he will receive holiday pay plus wages at his or her straight-time rate for the hours worked on the holiday if requested and approved by management.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Paid time off will be counted as hours worked for the purpose of calculating personal time accruals.

