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Vacation Leave

All staff with Regular Full-time and Temporary Full-time appointments who work on a 12-month basis are entitled to paid vacation leave. Vacation leave generally may not be taken during the introductory period. Exceptions require prior approval of the Director of Human Resources. Employees appointed to nine (9) or ten (10) month positions are not entitled to paid vacation leave.

Vacation leave for eligible employees is earned monthly according to the employee's service date each year, but the full year's vacation is granted immediately and may be used as of the employee's service date. If an employee uses vacation leave and resigns or is terminated prior to earning the amount of vacation used, the employee may owe the College a portion of the used vacation leave if it has not been earned as of the date of termination.

The purpose of vacation leave is to provide a period of relaxation and recreation away from the workplace. Therefore, vacation leave generally may not be carried over to a subsequent year. Requests to carry over vacation leave are granted on an exception basis only and must be approved by the Director of Human Resources. Vacation leave cannot be waived for extra pay.


Vacation leave for eligible employees is credited as follows:

<i>Length of Service</i>	<i>Number of Days Non-exempt Employees</i>	<i>Number of Days Exempt Employees</i>
0 - 4 Years	10	15
5 - 9 Years	15	20
10 or More Years	20	25

Vacation leave is taken in hourly increments by non-exempt employees and in whole day increments by exempt employees. During periods of abbreviated hours of operation, non-exempt employees should record vacation days as 6.5 hours.

Upon resignation with appropriate notice or termination (other than for misconduct or cause) an employee will be paid for all earned, but unused vacation leave up to a maximum of 25 days. Employees terminated for misconduct or cause will not be paid for earned, but unused vacation leave.

Employees are encouraged to cooperate with each other and their supervisors in arranging for vacation leave requests, recognizing that there may be administrative or minimum coverage requirements necessitating the scheduling of vacation leave at

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certain periods of time. The College may restrict the number of vacations granted for a particular week of the year, or to prohibit certain times of the year for taking vacations altogether.

The College may require vacation leave to be used concurrent with Family and Medical Leave Act (FMLA) leave described elsewhere in this handbook.

Vacation requests must be submitted to the supervisor on the appropriate Leave Request Form well enough in advance to ensure adequate staffing during the employee's absence.