

EACC Employee Leave Benefits

Vacation (Annual) Leave:

All benefits-eligible employees (does not apply to 9-month and 10.5 month faculty) are eligible for vacation leave with full pay. Vacation leave shall accrue each year in accordance with the following schedule:

Non-Exempt				
Annual Leave Accrual Table				
A Normal Work Day is considered 8 hours for purposes of table accruals				
Years	Monthly Days	Monthly Hours	Annual Days	Annual Hours
Through 5 Years	1 Day	10	15 Days	120
6 Through 12 Years	1 Day 4 Hours	12	18 Days	144
13 Through 20 Years	1 Day 6 Hours	14	21 Days	168
Over 20 Years	1 Day 7 Hours	15	22.5 Days	180

Exempt				
Annual Leave Accrual Table				
A Normal Work Day is considered 8 hours for purposes of table accruals				
Years	Monthly Days	Monthly Hours	Annual Days	Annual Hours
Through 2 years	1 Day	10	15 Days	120
3 Through 10 Years	1 Day 4 Hours	12	18 Days	144
11 Through 20 Years	1 Day 6 Hours	14	21 Days	168
Over 20 Years	1 Day 7 Hours	15	22.5 Days	180

Sick Leave:

Sick leave for permanent full-time employees (including faculty) shall accrue on the basis of one day per month during the annual contract period with a maximum accrual of one hundred twenty (120) days.

Personal Business Leave:

Faculty, full-time administration and other academic positions may be granted two (2) days leave for each calendar year with pay for personal business leave. Such leave will be charged against the employee's accrued sick leave.

Child Educational Activities Leave:

Full-time employees are entitled to 8 total hours of leave during any one calendar year for the purpose of engaging in and traveling to and from the educational activities or interscholastic activities of a child/grandchild. For a complete definition of the term "child" as it applies to this leave policy, see the Faculty and Staff Handbook.

Paid Holidays:

EACC typically observes 12 paid holidays per year.