

VACATION TIME

MCAD encourages all benefit-eligible employees to take advantage of vacation benefits. Benefit-eligible staff hired will accrue based on the following schedule:

Length of Continuous Service	Annual Accrual – Days *	Vacation Cap – Days	Vacation Pay at Separation - Days
1–4 years	12	15	10
5–10 years	15	18	10
10+ years	22	25	10
Benefit eligibility date between June 1, 2001 and December 31, 2025	22	25	10
Benefit eligibility date between June 1, 1999 and May 31, 2001	22	25	15
Benefit eligibility date prior to May 31, 1999	22	33	33

*Exempt employees hired prior to June 1, 2026 will accrue vacation at 22 days.

Part-time limited benefit employees and non-benefited employees are not eligible for vacation pay. Once the employee reaches the Vacation Cap, no additional hours are accrued until vacation time is used.

USE OF VACATION TIME: Vacation dates are determined by mutual agreement between each employee and their supervisor. Employees are encouraged to take a minimum of one (1) week of vacation each year. Because the schedule of an exempt or nonexempt, part-time employee may vary from week to week, they must record vacation time, for any given day, as the number of hours they were scheduled to work. If a scheduled holiday falls within an employee's vacation, the holiday will not be counted as a day of vacation.

VACATION PAY AT SEPARATION: Payment will be made for accrued, unused vacation, up to the equivalent of ten (10) days, at the time of separation of employment. Employees who fail to provide sufficient written notice of their resignation may not be paid for their unused vacation.

Any employee who was hired prior to June 1, 1999 will receive payment for accrued, unused vacation balance up to the equivalent of 33 days.

Any employee who was hired prior to June 1, 2001 will receive payment for accrued, unused vacation balance up to the equivalent of 15 days.

Employees located in states other than Minnesota should consult their state addenda for state-specific information regarding this policy.

HOLIDAYS

COLLEGE HOLIDAYS: All full-time benefited staff are currently eligible for fourteen (14) paid College holidays. Holidays are designated annually by the College. Each year, by November, a memo detailing the holiday schedule for the upcoming year will be released. The dates are also posted on the HR Intranet page.

College holidays are considered time worked for overtime purposes. Personal holidays are not considered time worked for overtime purposes.

PERSONAL DAYS: Full-time benefited staff are awarded up to two (2) personal days per calendar year. New employees, hired on or after July 1st of any given year, are granted one (1) personal holiday; employees hired before that date are granted two (2). Part-time limited benefit staff are awarded up to five (5) personal days per calendar year. New employees hired during the calendar year will be awarded a pro-rated balance.

Use of personal days are determined by mutual agreement between each employee and their supervisor. Unused personal days will not carry over to the next calendar year.

PERSONAL HOLIDAY PAY AT SEPARATION: Unused personal days will not be paid out at separation.

NOTES:

ADVANCE PAYROLL CHECKS

Under special circumstances, an advance payroll check may be issued for time worked during the current pay period, with prior approval from the Sr Director of Human Resources Department. Accrued vacation balances are also available for advance checks.

There will be no payroll checks issued for time that is yet to be worked or vacation that has not been accrued. Requests must be submitted to payroll@mcad.edu.