



Mount Wachusett
Community College

444 Green Street, Gardner, MA 01440-1000

Division of Human Resources and Payroll

VACATION ACCRUAL POLICY

Non-Unit Professionals, Professional Staff Members and AFSCME Unit I* employees who carry more than 480 hours (64 days) of vacation time will have until the end of the calendar year (December 31st) to use their time thereby reducing their total hours of available vacation to the standard of 480 hours, or less.

AFSCME Unit II** employees who carry more than 512 hours (64 days) of vacation time will have until the end of the calendar year (December 31st) to use their time thereby reducing their total hours of available vacation to the standard of 512 hours, or less.

On January 1st of the new calendar year, AFSCME & Professional Staff Member employees whose vacation accrual has exceeded 64 days will have the excess hours converted to sick time.

Questions regarding this matter should be addressed to Peter Sennett, Vice President of Human Resources and Payroll/Affirmative Action Officer, at extension 9160.

*Non-Unit Professionals, Professional Staff Members and AFSCME Unit I employees work a standard 7-1/2 hour/day

**AFSCME Unit II employees work a standard 8 hour/day