

Vacation Plan - FAQ

Why do I have two vacation banks?

On January 1, 2026 the college implemented a new vacation policy that changed the effective date from a calendar year to an academic year. In order to accurately track accruals in the new vacation plan and allow participants in time to sell/use their balance the old vacation, the college implemented a two-vacation code tracking system in eSelfServe. One code is to front loaded vacation hours and one code is to track accruals as they are earned.

What does the Vaca Front Load balance mean in eSelfServe?

The balance in the Vaca Front Load bank is the vacation time off you have been given advance access to. These hours represent the forecasted total accrued hours you *would* earn based on your years of service from the date you enter the plan to the end of June; any remaining balance in this bank at that time is forfeited. On July 1 this bank is front loaded a full year of vacation hours per years of service.

What is the VacaFTEX or VacaFTNEX balance means in eSelfServe?

The VacaFTEX (full time exempt employee) or the Vaca FTNEX (full time non-exempt) codes are the accrual tracking method in our payroll system. This balance is actual time/hours accrued in the new vacation policy.

What do I need to know?

When an employee leaves the college, payroll will review the balance in each of the two vacation codes to compare what was USED in the Vaca Front Load to the balance AVAILABLE in the Vaca FTEX or Vaca FTNEX.

- a. If there are more hours USED in the Vaca Front Load as compared to what has been accrued and AVAILABLE at that time, the employee owes the college back hours used but not accrued/earned.

For example, Carla has USED 80 hours in her Vaca Front Load bank and has 60 hours AVAILABLE in her VacaFTEX bank. If she resigns today, she would owe back to the college 20 hours – she used more hours than had accrued at that time.

- b. If there are less hours used in the Vaca Front Load as compared to what has been accrued at that time, the college owes the employee for hours accrued/earned but not used.

For example, Marty has USED 80 hours in his Vaca Front Load bank and has 100 hours AVAILABLE in his Vaca FTEX. If he were to resign today, the college would pay him 20 hours vacation pay – she accrued more hours than she used at that point in time.