

Policy Type: Professional Staff

Policy Title: Vacations

Who Does This Policy Affect: All Professional Staff

Purpose: The purpose of this policy is to define vacation accrual and use.

Policy Statement:

Full-time professional staff members shall be entitled to annual vacation leave equal to twenty-two (22) days as approved by the Board of Trustees. Vacation days used before earned must be repaid if employment is separated. Unused accrued vacation time will be paid to the employee upon separation of their employment.

Part-time professional staff members will receive prorated vacation time.

Vacation time will be taken at the convenience of the employee and the institution but must be taken within twelve (12) months following the end of the fiscal year during which it was earned. Exceptions may be approved in writing by the President with copies filed in the President's Office, the supervisor's office and the Human Resources' Office.