

VACATIONS

Administrative and supervisory employees shall be entitled to annual vacations equal to one calendar month, in addition to scheduled holidays and vacation days as approved, on an annual basis, by the Board of Trustees. Vacation days used before earned must be repaid if employment is terminated.

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.