

Policy Type: Administrative Staff

Policy Title: Vacations

Who Does This Policy Affect: All Administrative Staff

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

Policy Statement:

Full-time Administrative and supervisory employees shall be entitled to annual vacations equal to one calendar month twenty-two (22) days, in addition to scheduled holidays and vacation days as approved on an annual basis, as approved by the Board of Trustees. Vacation days used before earned must be repaid if employment is terminated separated. Unused accrued vacation time will be paid to the employee upon separation of their employment.

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.