

Policy IV.4000.Q, Vacation

Purpose

To define the category of full-time employees who are eligible for vacation leave.

Policy

Twelve-month employees of the College will be eligible for annual paid vacations per the terms of this policy and procedure or as approved by the Board of Trustees.

However, full-time employees who take additional periods of time off after grades are submitted or between instructional parts of term and are not required to submit an approved leave code for these periods of time off, excluding holidays, are not eligible to accrue vacation leave.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure IV.4000.Q.a, Vacation

Date of Board Approval	January 31, 2022
Effective Date	February 1, 2022
Primary Owner	Vice Chancellor, Human Resources, Organizational and Talent Effectiveness
Secondary Owner	Vice President, Human Resources