

VACATIONS

Professional staff members shall be entitled to annual vacations equal to twenty-two (22) days, 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 separated. 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 fourteen (14) 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 Resource's Office.