

TITLE: PERSONNEL - VACATIONS

Permanent full-time and part-time personnel are expected to take their allotted vacation days during the contract year in which they are given. Not more than ten (10) days may be carried forward into the next contract year, and they must be used by December 31st of that year or will be lost.

Compensation for unused vacation days will not be provided to employees who complete the contracted employment period and/or terminate employment.

Permanent full-time (twelve month) non-affiliated personnel are entitled to twenty (20) days of vacation per year of employment. Permanent part-time non-affiliated personnel vacation days are prorated according to the number of full-time days worked.

Vacation days for personnel employed under funding from categorical grants will be stipulated in the employment agreement or contract, and must be taken within the employment year in which earned.

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