

CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: VACATION

ADOPTED: December 16, 2004

REVISED: August 17, 2006

337. VACATION	
1. Purpose	Administrative personnel employed to work twelve (12) months or other schedules considered full time shall be provided paid vacation up to twenty (20) days per year.
2. Authority	The Joint Operating Committee shall provide vacation days for administrative employees consistent with the employee's request and convenience while considering the school's operating and management needs.
3. Guidelines	<p>Vacation time shall be granted in accordance with provisions of the administrative compensation plan or individual contract.</p> <p>Eligible employees must request scheduled vacation in advance of the requested date.</p> <p>All vacation schedules are subject to final approval by the Administrative Director.</p>