

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: VACATION

ADOPTED: December 16, 2004

REVISED: August 17, 2006, June 19, 2025

|               | 337. VACATION   |
|---------------|---|
| 1. Purpose    | Administrative personnel employed to work twelve (12) months or other schedules considered full time shall be provided paid vacation per their compensation plan.   |
| 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> |