College operations normally govern vacation periods. Vacations will be scheduled by/with the department supervisor, with consideration given to departmental needs and staff member’s preference.

Department heads or supervisors should make tentative departmental vacation schedules one year in advance. Each department supervisor is responsible for ensuring that:

- Employees working in positions that deal heavily with financial records, cash, accounts payable, personnel, and payroll are required to take vacation over extended periods in order to create the opportunity for activities to surface which might otherwise remain undetected. Therefore, staff members who work in the above noted roles, or staff with significant purchasing authority are required to take one vacation period of no less than five consecutive workdays each fiscal year.

- To allow accrual of adequate vacation time, new employees may delay compliance until the fiscal year that begins the calendar year following date of hire. (For example: an employee who is hired in 2013 must take a vacation period of at least five consecutive days beginning with the 2014 fiscal year.)

- College holidays and weekends do not count toward satisfying the consecutive five days. If a holiday falls during the vacation period, the staff member must extend time off to use a total of five vacation days.

- Mandatory Five Day Vacation Requirement Compliance Verification forms are required to be submitted to payroll when the mandatory vacation requirement is completed.

- Sick leave for a period of five consecutive days may not be used to comply.

**Responsibility:** Chief Financial Officer