

METROPOLITAN COMMUNITY COLLEGE

DISTRICT REGULATION

3.25130 DR

VACATIONS

3.25130 DR

Reference:	Appendix B, IIE	Officers Schedule of Salary and Conditions
	Appendix C, II D	Administrators Schedule of Salary and Conditions
	Appendix F, IID	Special Services Administrators Schedule of Salary and Conditions
	Appendix H, II C	Regular Full Time Staff Schedule of Salary and Conditions
	Appendix I, II C	Regular Part Time Staff Schedule of Salary and Conditions

Employees are encouraged to take vacation time each year by submitting form 1.0099 to their immediate supervisor for approval.

Vacation accrued beyond the maximum allowed will be forfeited.

Upon termination of employment, any unused vacation time will be paid to the employee or used for early release.

Approved: Chancellor
April 1, 1975

Revised: April 4, 1978
Revised: April 7, 1981
Revised: September 15, 1998
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(Editorial Corrections 6/15/06)