



## **Vacation Policy for Student Affairs**

1. Vacations must be approved in advance by your supervisor.
2. Vacations need to be coordinated, not approved, with the co-workers in your department and center.
3. Information on vacation accumulation can be obtained from Human Resources Staff.
4. The following are restricted vacation periods. Special circumstances will be handled on a case-by-case basis by your supervisor.
  - 1 week prior the start of each semester (Fall and Spring)
  - The first 7 days for each semester excluding the Friday before Labor Day and Martin Luther King Day
  - Initial aid disbursement day each Semester (Fall, Spring, and Summer). (all Business Office and Financial Aid Representatives must be on duty and at least one Registration staff)
  - Week of Fall & Spring Registration for returning students (all Registration staff must be on duty and at least one Business Office and one Financial Aid Service Representative)
  - Summer Session I and 2 registration days (all Registration staff must be on duty and at least one Business Office and one Financial Aid Service Representative)
  - New student orientation days on your campus. (at least one Business Office staff and all Registration and Financial Aid staff must be on duty)

*June 2009*