

**SECTION: Business Affairs/Human Resources and Risk Management**  
**SUBJECT: Vacation for 9 & 10 Month Work Schedules**

**ISSUED BY:** Vice President for Business Affairs and Treasurer  
**REPLACES:** New  
**APPROVED BY:**  
**EFFECTIVE DATE:** September 1, 1986

With employees on 9 and 10 month work schedules, there is a need to standardize on vacation policy, providing uniform guidelines concerning when the earned vacation may be used.

Beginning September 1, 1986, any vacation must be used during the 9 or 10 month scheduled work period. It will not be permissible to use the vacation during the summer period when the employee is not scheduled to work.

It is the responsibility of the employee and the supervisor to arrange a suitable vacation schedule for the employee.