

### 3.1.7

**Issued: October 26, 1999**  
**Revised: March 22, 2002**  
**Revised: February 10, 2006**

### **SUBJECT: VACATIONS AND HOLIDAYS**

- ◆ Twelve-month employees earn an appropriate day of vacation leave based on the number of years of employment at Brewton-Parker College in accordance with the following schedule:

<u>Completed years of continuous service</u>	<u>Days earned per year</u>	<u>Earned per month</u>
Less than 5	10	6 <sup>2</sup> / <sub>3</sub> hours
5 – 9	12	1 day
10 +	15	1 <sup>1</sup> / <sub>4</sub> days

Vacation time may be taken consecutively or separately at any time after it is earned (but not before) as long as the employee has the approval of his/her immediate supervisor to be away on the specific dates requested. Twelve-month employees may bank up to 30 vacation days without losing any days.

Unless a contract specifies otherwise, twelve-month employees are entitled to holidays as follows:

- ◆ New Years Day 1 day
- ◆ Martin Luther King, Jr. Day 1 day
- ◆ Spring Break (Friday) 1 day
- ◆ Good Friday 1 day
- ◆ Memorial Day 1 day
- ◆ Independence Day 1 day
- ◆ Labor Day 1 day
- ◆ Thanksgiving 2 days (Thursday and Friday)
- ◆ Christmas Days vary – From the last work day before Christmas Eve until the first work day following New Year's Day.

Any scheduled holiday which falls on a Saturday or Sunday will be observed by the College on the Friday before or the Monday following. Should the responsibilities of an employee prevent him/her from observing the official holiday, the supervisor will arrange equivalent time-off at a mutually agreed time.

Full-time faculty are entitled to holidays given to students.

Records of vacation used are to be managed by the appropriate administrator and reports made monthly to the Business office.

Contact for Interpretation: President

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This policy statement supersedes all previous policy statements on this subject.