

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: Support Staff 420.0000.96

Vacation, Required (Full-Time Support Staff Only)
Policy Number: 420.0850.86

POLICY

Employees who hold positions that perform pecuniary functions such as Accounting Technician, Senior Accounting Clerk, Accounting Clerk, Accounting Assistant or any other position that is responsible for performing financial transactions, shall be required to take vacation so as to be absent from the College seven consecutive calendar days at least once during the fiscal year. Vacation shall be taken in accordance with policy number 420.0800.88.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1986

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: Western Nebraska Community College Policy Manual policy number 420.0800.88