

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: Administrative/Professional Staff 450.0000.14

Vacation, Required (Full-Time Employees Only)
Policy Number: 450.2050.86

POLICY

Employees who hold administrative positions of President, Vice-President, Dean, Associate Dean, Director of Accounting Services, Accountant, Executive Director of Information Technology, or Information Technology Specialist shall be required to take vacation/time away so as to be absent from the College fourteen (14) consecutive calendar days at least once during the fiscal year. Vacation shall be taken in accordance with Policy 450.2000.86.

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Rescinded Date: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: Policy 450.2000.86