

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Personnel Policies and Procedures

POLICY/PROCEDURE: Vacation

DATE: March 1, 1993

NUMBER: 2.51

REVISION(S):

All classified and administrative staff are eligible for annual leave with full pay. Annual leave shall accrue each month in accordance with the following schedule:

<u>Employment</u>	<u>Monthly</u>	<u>Annually</u>
0 - 3 years	1 day	12 days
3 - 5 years	1 day, 2 hours	15 days
5 - 12 years	1 day, 4 hours	18 days
12 - 20 years	1 day, 6 hours	21 days
Over 20 years	1 day, 7 hours	22.5 days

Faculty members will receive all scheduled academic recesses in lieu of vacation leave.

Any vacation time in excess of thirty (30) days must be used by December 31 or it will be forfeited by the employee. Employees who are on leave of absence without pay do not accrue annual leave. Upon termination, resignation, retirement, death, or other action by which a person ceases to be an active employee of the State, the employee or his/her estate will be paid a lump sum for all unused annual leave up to a maximum of thirty (30) days. Employees transferring between state agencies without a break in service retain all accumulated leave.

AUTHENTICATION (Signature):

COPP

President

3/1/93
(Date)

2.51