

NORTHERN WESTMORELAND CAREER AND TECHNOLOGY CENTER

SECTION: ADMINISTRATIVE
EMPLOYEES

TITLE: VACATION

ADOPTED: October 20, 2011

REVISED:

337. VACATION	
1. Purpose	Administrative personnel employed to work twelve (12) months or other schedules considered full-time shall be provided paid vacation.
2. Authority	The Joint Operating Committee shall provide vacation days for administrative employees consistent with the employee's request and convenience while considering the center's operating and management needs.
3. Guidelines	<p>Vacation time shall be granted in accordance with provisions of the Administration Benefits statement.</p> <p>Vacations normally will be scheduled at times when they will not interfere with the normal operation of the center.</p>