



Vacation Guidance and Guidelines for Student Affairs

- 1) Vacation requests should be made in advance within timeframes consistent with your bargaining unit contract language. Vacations must be approved in advance by your supervisor. A ten-day response standard is found in the bargaining unit contracts. Initial vacation requests via e-mail are preferred. The official request occurs when it appears on your e-timesheet.
- 2) Vacations need to be communicated, not approved, with the co-workers in your department, work area, and/or service center. The use of the Student Affairs Calendar and Department Calendars; if applicable; in Microsoft Outlook is encouraged to facilitate intradepartmental and interdepartmental communication.
- 3) Regardless of the time of year, one person on duty within each department is expected.
- 4) The following are limited vacation periods. Departments may have their own limited vacation periods as well. Vacation requests will be handled on a case-by-case basis with your supervisor for requests that may fall within the time periods below.
 - a. Two weeks prior the start of Fall semester and one week prior to the start of Spring semester.
 - b. The first five (5) days for Fall and Spring semester.
 - c. Two-week period of Fall & Spring/Summer Registration for returning students.
 - d. New Student Registration days.
- 5) Holiday Considerations – Depending upon the day of the week the holiday falls, the day before or after the July 4th holiday, Christmas Eve, and New Year’s Eve will be considered as days where limited staffing is acceptable. On these dates, the following staffing guidance is in place:
 - a. Call Center – the phones will be covered by department staff. The Call Center Back-Up Plan can be used if one Call Center staff member wishes to have the day off as vacation.
 - b. Service Centers – coverage can be provided by one staff person.
 - c. Admissions Office - coverage can be provided by one staff person.
 - d. TRIO Office - coverage can be provided by one staff person.

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