

<b>Applicability:</b> Employee Classes 01, 02, 04, 06 and 16	<b>Effective Date:</b> March 12, 2006	<b>Approved By</b> Signature on file Anthony J. Catanese, President	<b>Page:</b> 1 of 1
---	--	---	------------------------

**POLICY**

The university grants paid vacations based upon continuous length of service. Subject to the operational needs of the university, it is important to utilize your vacation time for periodic rest and relaxation. This will help to ensure that you are fully prepared to perform your job responsibilities as well as enjoy your home and family life.