

Leave Plan

Holidays: New Year's Day, Memorial Day, Independence Day, Labor Day (Floating), Thanksgiving, day after Thanksgiving and Winter Break

Vacation Time: Vacation time is earned based on the number of full months worked during a fiscal year. Exempt staff accrue 22 days per fiscal year. Non-exempt staff time depends on years of service (after 1 year-10 days, after 2 years-15 days, and after 5 years-20 days).

Sick Time: The College provides sick leave benefits for the protection of the employee in times of illness. Sick leave benefits are accrued at the rate of one (1) day per month--up to a maximum of 120 days.