

**Sussex County Community College**  
**Policy No.: 200.22**  
**Area: Human Resources**  
**Adopted: May 24, 2016**

**200.22 Vacation Policy**

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**PURPOSE OF POLICY**

To enable eligible Sussex County Community College (“College”) employees to enjoy time away from the duties and responsibilities of their positions with the College while ensuring that the needs of the students and operations of the College are maintained at an optimal level.

**GENERAL STATEMENT OF PERSONAL DAYS POLICY**

The College provides paid vacation days to all non-faculty full-time, regular employees who work on a twelve month schedule. The amount of time provided is determined by an employee’s job classification and length of service at the College. Vacation time is not provided to employees who work on a ten month schedule.

The College provides payment for unused, accrued vacation time upon an employee’s termination of employment provided that the employee is considered to be in good standing at the time the payment is to be made.