

## **Faculty 12/12 Vacation Policy**

**Faculty 12/12 (faculty under a 12 month contract) do not accrue vacation time. They are allowed University Holidays plus Fall, Christmas, and Spring Breaks during the academic year calendar. Faculty 12/12 may take one month of vacation in the summer (begins the first Monday after May graduation and ends the first day of the Fall semester in August ) at the discretion of their dean. If unused, the summer vacation does not carry forward to the regular academic year or to a subsequent summer.**

**It is the obligation of the Dean to document in writing to the faculty member when the vacation is approved and is to be taken.**

**Approved 5/14/10**