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.