

PERSONNEL  
PROFESSIONAL STAFF

Vacation Accrual Schedule

All fulltime permanent professional staff shall be granted annual vacation days with pay in accordance with the following accrual schedule:

All employees must work the entire month to earn the months' vacation accrual for that particular month.

Vacation Accrual Upon Separation

At the time of separation from service, the employee shall be paid for any earned unused vacation as long as the employee has provided proper notice per GO/4117. Payment for any earned unused vacation shall be paid to the employee within two pay periods following the employee's last day worked.

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See Also: GO/4117