

# MANUAL OF POLICY

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**POLICY NUMBER:** II-27

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**POLICY TITLE:** Full-Time Non-Instructional Personnel: Vacation Leave


**LEGAL AUTHORITY:** FLORIDA STATUTE 1001.64

**DATE OF LAST REVIEW:** 9/29/2005, 6/19/2007, 7/21/2009, 7/19/2011, 7/16/2013,  
7/11/2024 and 9/17/2024

**DATE OF BOARD ACTION:** 3/9/1977, 7/19/1994, 9/21/1999, 7/19/2001, 6/24/2003, 9/29/2005,  
7/21/2009, 7/19/2011 and 9/17/2024

Vacation leave for full-time non-instructional personnel employed on a twelve (12) month basis may be granted, consistent with Florida Board of Education Rules, supervisory approval and without impeding the efficient management of the College. This policy does not apply to instructional/contractual personnel.

See College Procedure 2501: Vacation Leave for Professional Exempt Contractual, Professional Exempt Non-Contractual and Support Non-Exempt Employees

	9/17/2024
<b>CHAIRMAN</b>	<b>DATE</b>