



Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Vacations

Policy:

Vacations shall be scheduled by department heads with attention to the needs of Alcorn State University, but also with consideration of an employee's continuous service credit and amount of personal leave accrued and unused. Within the requirement to maintain work schedules, each department of the University will attempt to accommodate the employee's personal schedule preferences, in that employees are encouraged to use earned personal leave. Deficit leave balances should not be approved by supervisors.