

<b>Rose-Hulman Institute of Technology</b> FACILITIES OPERATIONS	Facilities Operations Policy Manual Policy: Vacation Usage
Approved By: Wayne A. Spary  Signature:	Revision Date: Revision #:
Prepared By: Tuesday A. Strong, Jacob E. Campbell, & Rohan J. Talwar	Effective Date: 8/01/06  Page 1 of 1

## 1.0 Purpose

- 1.1 Rose-Hulman Institute of Technology's Facilities Operations established a Vacation Usage Policy to support Facilities Operations' operational requirements.

## 2.0 Policy

- 2.1 Facilities Operations staff must request vacation time in writing at least 24 hours in advance.
- 2.2 Facilities Operations staff may schedule vacation time in eight hour increments.
- 2.3 Facilities Operations staff may use vacation time during a work shift in four hour increments only. When using vacation time during a shift, vacation time may only be used during the first or last four hours of a shift.
- 2.4 Emergencies and/or exceptions to this policy require supervisory approval.