

1433.00 VACATION

Vacation may be used. It may be accumulated up to twice the annual accrual.

Upon leaving employment with NMC, the last day of work shall be considered the termination date. The staff member will be paid in a lump sum for any unused vacation on the next regular payroll date. In the case of layoff, vacation days may be designated by the administration.

Vacation is to be approved in advance by the supervisor and reported to Human Resources using the appropriate form, or in the case of support staff, on the time sheet.

**AUTHORIZATION OF ADMINISTRATIVE PROCEDURE**

Signature: \_\_\_\_\_  
Bill Hendry, Director of Human Resources

Date authorized: \_\_\_\_\_ Effective Date: \_\_\_\_\_