

## **5.035 Vacation Pool**

To assist college staff, who have endured a hardship, unused vacation hours/days may be donated by college staff towards a vacation pool, administered by the director of human resources. An employee may apply for paid time, either in hours or days, from the vacation pool to the director of human resources. The staff members, who are appointed by the college president and serve on the college Personnel Committee, along with the employee's supervisor, may make the determination if the employee is eligible or not eligible. The director of human resources will notify the requesting employee.

The director of human resources shall make a request to college staff members for donations to the pool whenever an employee makes a request.