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## Edwardsville Bulletin: July 2, 1975 (No. 10)

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### Recommended Citation

Southern Illinois University Edwardsville, "Edwardsville Bulletin: July 2, 1975 (No. 10)" (1975). *SIUE "Bulletin"*. 93.

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# Edwardsville Bulletin

To the Faculty and Staff of Southern Illinois University at Edwardsville

Vol. 7, No. 10  
July 2, 1975

MEMO TO ALL FACULTY AND ADMINISTRATIVE STAFF

## Clarification Statement of New Vacation Policy

In implementing the vacation policy which allows for accrual of vacation time according to a schedule, the schedule for accumulation at the rate of 2 1/12 days a month will be applied only during the first year of contract with the University, or on term appointments. Anyone who is on a continuing appointment for the second or subsequent year will have the option of taking vacation at any time during the contract, subject to the approval of the individual's supervisor.

It will be understood, however, that for anyone serving on an administrative appointment, a period of vacation in excess of two weeks of continuous vacation will require special approval by the administrative Vice President of the area where the individual is employed.

## Sick Leave Policy--Administrative Guidelines

By Board of Trustees policy, every member of the faculty and administrative staff is entitled to 60 calendar days of sick leave in each contract year.

All sick leave utilized in excess of seven consecutive calendar days must be certified from the first day of illness to the Assistant Vice President for Personnel Administration's office with a physician's statement.

If it becomes necessary for a member of the faculty or administrative staff to utilize extended sick leave and disability benefits beyond 60 calendar days in any contract year, notification should be sent, through the fiscal officer to the Assistant Vice President for Personnel Administration, requesting utilization of accumulated leave as provided by Board policy.

Each fiscal officer will submit a year-end report to the Assistant Vice President for Personnel Administration no later than 30 days following the close of each fiscal year, showing how each faculty and administrative staff member utilized sick leave.

*John S. Rindelman*