



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.5002

DIVISION: Academic Affairs

TITLE: Academic Administrators Vacation upon change of Status

DATE: August 12, 1992

REVISED: July 19, 2005, November 1, 2015

AUTHORIZED: David D. Lee, Provost and Vice President for Academic Affairs

I. Purpose and Scope

II. Policy:

Academic Administrators who resign, join optional retirement, or convert to nine-month faculty contracts are expected to take accrued vacation as feasible before a change of status occurs. Plans for transition and appointment status must be planned collaboratively with the immediate supervisor. Accrued vacation time will be paid only at the time of a change in status.

The University Vacation Leave Policy is available at the Human Resources website:
www.wku.edu/policies/docs/130.pdf

III. Procedure

IV. Reason for Revision

November, 2015

Non-substantive changes as part of the five year policy review per Policy 0.000V Policy on Policies.

V. Related Policies