

VACATION SCHEDULE

Civil Service Employees

In accordance with Section 42.2 of the current MCC/CSEA AGREEMENT, a vacation sheet shall be posted no later than March 1, 2011 for a fourteen day period for vacation to be taken between April 1, 2011 and September 10, 2011.

- Vacation preference is to be selected by virtue of seniority within each College department.
- Employees wishing to exercise seniority shall enter their name and the vacation period desired.
- An employee may not exercise seniority for vacation preference for a period in excess of three consecutive weeks.
- Having once made a choice, no employee may change scheduled vacation if such change will conflict with the choice of any other employee unless the affected employee and management agree to such change.
- Upon expiration of the fourteen days, each employee may select additional vacation time to which they may be entitled, without regard to seniority.
- Employees must be notified of the approval or denial of vacation requests within fourteen days after the end of the posting period.

Vacation sheet is available online @ [MCC Homepage/Employees/Forms/Human Resources/Civil Service Vacation Sheet](#) AND in the Human Resources Department 6-301 at Brighton and 5069 at DCC.