

Key Personnel Vacation Policy

Due to the nature and sensitivity of the following positions, individuals occupying these positions shall be required to take at least one continuous week of vacation each year. During their absence, another employee will perform their duties. Any cash banks assigned to these individuals will be counted and reconciled by their immediate supervisor prior to their departure.

Manager, Cashiering and Student Accounts

Assistant Manager, Cashiering and Student Accounts

Admin Tech, Cashiering and Student Accounts

All Enrollment Specialists, Cashiering and Student Accounts

All employees with access to the Accounts Payable module, Accounting Services