Key Personnel Vacation

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Scope
This policy applies to University of Nebraska Omaha (UNO) Key Personnel:

• 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

Policy Statement
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.

Reason for Policy
To minimize risk in the management of sensitive assets.
History

This policy was developed and approved prior to the implementation of the campus policy development and approval process approved by the Chancellor’s Cabinet in October 2015.

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