ADMINISTRATIVE PROCEDURES MEMORANDUM NO. 10-03

TO: University Administrators and Chancellors

FROM: M.R.C. Greenwood, President

SUBJECT: REVISED ADMINISTRATIVE PROCEDURE A9.380 VACATION AND SICK LEAVE SYSTEM

Transmitted herewith is the revised Administrative Procedure A9.380 Vacation and Sick Leave System. The purpose of this procedure is to provide guidelines for the on-line reporting and accounting system for leave. With the establishment of the on-line reporting and accounting system for vacation, sick and other leaves, earned and used by eligible University personnel, this administrative procedure establishes guidelines for University personnel to process the required documentation.

Please call the Office of Human Resources at 956-7798 should you have any questions on this procedure.

Attachment