

**RESOLUTION F27-16**

**POLICY 4.52REV, ADMINISTRATIVE LEAVES CORRECTION**

WHEREAS, as part of the University's systematic review of policies, Policy 4.52Rev, Administrative Leaves was updated and approved by the Board of Trustees by Resolution F20-16 (copy attached) on August 19, 2016; and

WHEREAS, subsequent to this approval a review of the policy identified that Section 3.5 contained a substantive error and did not accurately convey the intended meaning; and

WHEREAS, Section 3.5 has been corrected to state: *“An employee may accumulate a maximum of two (2) times the accrued days of vacation earned in one year. This amount may be carried over from year to year. With approval of the division vice president, an additional amount may be carried over when vacation cannot be taken due to operational needs outside the employee's control;”* and

WHEREAS, all other provisions of the approved Policy 4.52Rev remain unchanged;

THEREFORE BE IT RESOLVED that the Board of Trustees of Shawnee State University approves the correction to Section 3.5 of Policy 4.52Rev, Administrative Leaves.

(October 14, 2016)