

ME VACATION AND SPECIAL LEAVE GUIDELINES

Management Excluded Vacation

Entitlement:

Management Excluded Special Leave

Entitlement:

- 1 week with pay in each year of continuous service within any continuing excluded management appointment
- 1 week with pay as follows for term employees:
 - o where initial appointment is for one year or longer
 - o where initial appointment is for less than one year, eligible for special leave from the point position is extended beyond the year
- pro-rated for part time and partial year of service.

Expectation:

- must be taken in the year earned
- can only carry forward with approval from supervisor. Maximum carry forward is to June 30th of the following year

Tracking:

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