



Policy No. 3-15

Subject: Employee Leave and Holidays

Last Revised:

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Human Resources	Human Resources	College President	DHRM Policy Guide – Leave Policies General Provisions

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to operate in accordance with the applicable Virginia Department of Human Resource Management (DHRM) policy, which may be found here:

<https://www.dhrm.virginia.gov/docs/default-source/hrpolicy/policyguides/policy-guide-leave-policies.pdf>

II. PERTINENT INFORMATION

III. DEFINITIONS

IV. GENERAL GUIDELINES

V. DELEGATION OF AUTHORITY

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

VII. OPERATING REQUIREMENTS