

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](#).

II. PERTINENT INFORMATION

III. DEFINITIONS

IV. GENERAL GUIDELINES

V. DELEGATION OF AUTHORITY

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

VII. OPERATING REQUIREMENTS