

**MAINE COMMUNITY COLLEGE SYSTEM  
PROCEDURES MANUAL**

**PERSONNEL AND EMPLOYEE RELATIONS  
Section 400.1**

**SUBJECT: VACATION LEAVE ACCRUAL FOR MEA ADMINISTRATORS UNIT**

**PURPOSE: To establish a uniform method for accruing vacation leave benefits for employees governed by the collective bargaining agreement with the Maine Education Association Administrators Unit.**

---

Vacation leave for MEA Administrators shall be posted on July 1 of each year in the amount specified by the current collective bargaining agreement.

When an administrator reaches an anniversary date that generates an increase in rate of vacation leave accrual, additional vacation leave shall be posted based on an amount prorated for the remainder of the fiscal year.

Vacation leave for newly-hired administrators shall be prorated from date of hire until the end of the fiscal year.

---

REFERENCES: MEA Administrators' Collective Bargaining Agreement

DATE ADOPTED: July 1, 1995

DATE(S) AMENDED: January 26, 2010