

\_\_\_\_\_ ~~John Carol University (JCU) provides paid vacation to benefits~~

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- 1. Supervisors may limit the number of staff approved to use vacation leave on specific dates to ensure department services are fulfilled**
- 2. The amount of time that may be consecutively taken, beyond 5 consecutive days, by any individual can also be limited based on staffing needs or department operations.**
- 3. Supervisors should review and respond to vacation requests as soon as possible.**
- 4. Supervisors can establish standard protocols within a department for**

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