

PERSONNEL
SCHEDULING

Vacation Leave Request

Employees requesting to use vacation leave must seek prior written approval from their immediate supervisor. Vacation requests of more than two consecutive weeks require Executive Director approval.

Therefore, vacations shall be scheduled by the employee's immediate supervisor so as to cause the least interference with the efficient operation of the office. So far as possible, the preference of employees shall be accepted with the preferences of those employees having seniority, given priority.

Authority: BD 5/79
BD 10/00
BD 11/01

Revised: BD 1/11