

PERSONNEL  
SCHEDULING

Vacation Time

Employee use of vacation time in accordance with Policy GO/4162.1, shall be per request, and may be taken in units of onehalf hour.

Employees requesting to use vacation time must obtain prior approval by completing a Time-Off Request form and submitting it to their Department Director. The Department Director will sign the form, either approving or not approving the vacation request, and return the form to the employee. Employees requesting more than two consecutive weeks of vacation must obtain Executive Director approval.

During the first three months of employment, vacation time may be granted only with the approval of the Executive Director.

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January 21, 2011

See Also: GO/4113.2R Emergency Closing  
GO/4161R Association Holidays