



HUMAN RESOURCES MANAGEMENT 47 – Vacation Requests

Date: January 27, 2005

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

The Division's administration requires timely information to allow appropriate scheduling of annual vacation periods to ensure Central Office business operations can continue.

2.0 PROCESS

The Superintendent or designate will establish and monitor an administrative practice that provides guidance to department heads and employees regarding vacation requests.

3.0 GUIDELINES

- 3.1 All vacation requests are to be made in writing to the supervisor on the "Vacation Request Form".
- 3.2 Supervisors will ensure that proper procedures are followed and that appropriate staff have been consulted before making their decision.
- 3.3 Vacation requests for the months of July and August are to be submitted to the supervisor by April 15.
- 3.4 All other vacation requests should be given to the employee's immediate supervisor at least one month in advance of the proposed vacation date.
- 3.5 The supervisor will forward approved vacation requests to the Office Manager for information, record keeping and communication.
- 3.6 The Office Manager or designate will provide approved copies to the employee and supervisor.
- 3.7 Within the context of this Administrative Practice, time-in-lieu may be used to extend an annual vacation request. All other time-in-lieu requests are to be directed to the employee's immediate supervisor for approval.
- 3.8 The above process reflects general practice. Special cases will be given every consideration by the Superintendent.

References: *General Employment Conditions*