

**VACATION REQUESTS BY CLASSIFIED EMPLOYEES**

**Background**

The article on vacation in the contract between Santee School District and CSEA specifies how bargaining unit members earn vacation, may request and utilize vacation, and are compensated for vacation. Employee vacation requests are to be submitted to the immediate supervisor in a manner consistent with the guidelines provided by the contract. It is recommended that the following procedures be observed in processing bargaining unit members' vacation requests:

**Procedure**

1. Determine if the vacation request has been submitted within the specified time frame. The contract specifies that vacation requests must be submitted at least 10 working days in advance of the desired vacation. Supervisors may call the Personnel Department to verify deadlines by which vacation requests must be filed.
2. Review all vacation requests carefully prior to signing to be certain that the employee's absence will not be detrimental to nor disrupt the regular operation of a District program.
3. In the event that an employee submits a vacation request less than 10 days in advance of the desired vacation period, the immediate supervisor may choose to grant the employee's request, provided that the request will not interfere with the successful operation of the district or program. When such special permission is granted by the immediate supervisor, a memorandum or a special notation should be written on the form by the immediate supervisor stating that special permission has been granted for the late vacation request.
4. The signature of the supervisor on the form does not necessarily mean that the vacation will be granted. All vacation requests are reviewed by the Personnel Department, prior to final approval being granted, to determine if the time requested has been earned.
5. Questions regarding the administration of vacation requests should be directed to the Assistant Superintendent, Personnel Services.