Procedures for request and approval of annual vacations.

I. OBJECTIVE

Departments are responsible for maintaining accurate records of vacation time used.

II. SCOPE

This procedure is directed to all departments and staff Residence Life housekeeping staff.

III. STATEMENT

Procedures governing vacation time shall be fairly and uniformly applied. Vacation leave is credited in advance at the beginning of the calendar/fiscal year in anticipation of continued employment for the full year.

Employee:

Employees earn vacation time on the basis of their years of service. Thereafter, the employee will have 12 working days of vacation from 1 to 5 years of service, 15 working days of vacation beginning with the 6th year through 12 years of service, 20 working days of vacation beginning with the 13th year through 20 years of service, and 25 working days of vacation after 20th year of service.

Vacation requests will be made in writing on a vacation form provided by the departments. Vacation requests shall be made during the month of January for that year.

Employees are responsible to keep their supervisors aware of their vacation schedules.

Supervisors:

Conflicts concerning the choice of dates when scheduling vacations will be resolved within the work unit.

A. Vacation requests are to be submitted on the standard vacation form provided for this purpose.
B. Vacation requests are to be submitted to the employees’ supervisor.
C. Conflicts concerning the choice of dates when scheduling shall be granted to the individual based on the State seniority in the department.
D. If vacation request is denied, the vacation request form will be completed stating the reasons for denial and shall be returned to the individual requesting vacation within 2 working days after the request has been made.
E. If an employee has been denied vacation request and wishes to have the decision reviewed, she/he may request reconsideration by the Director or Director’s designee.
Managers:

Managers are responsible for approving the vacation time plan and corresponded to ensure that all the resources are available to carry out the responsibilities. All work units of the department will submit the vacation plan for accuracy. Vacation plans will be posted on or before March 01.

If an employee has an earned vacation balance which has not been previously scheduled as of October 1, the line manager will meet with the employee to determine a schedule of vacation so that no accrued vacation time will be lost.

Department Director:

Emergency vacation time shall be approved by the Department Director. Specific requests for vacation utilization which do not conflict with operational considerations shall not be unreasonably denied.

Each department is responsible for maintaining a record of vacation time usage of each employee. Vacation time information for departments collected from employees on a yearly basis.

Departments should develop a procedure for monitoring use of vacation and sick leave time.

Further questions concerning this procedure should be directed to the Office of Facilities Maintenance & Energy Management.
Complete and submit this form to your manager. Manager’s name and authorized signature must be provided.

Employee’s Name: ____________________________________________________________

Employee’s Department: _______________________________________________________

Employee’s Supervisor: _______________________________________________________

Employee’s Manager: ________________________________________________________

Requested Vacation Days

(Requested vacation days listed in order of priority)

Leave requested from …until… Leave Approved Leave approved from …until… # days

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The Total Number of Vacation Days Approved ____________ days(A)

TO BE COMPLETED BY THE MANAGER.

Entitlement for Vacation Leave Time

1-Entitlement for vacation leave for year (_______) ___________ days (B)
2-Carried forward vacation leave time from previous years ___________ days (C)
3-Total entitlement for vacation leave ___________ days (D= B+C)
4-Expected vacation leave days available ___________ days (D – C)
5-Carry over vacation leave time for year ___________ days

Entitlement for Sick Leave Time

1-Total entitlement for sick leave for year (_______) ___________ days
2-Sick days used from year (_______) ___________ days
3- Sick days used for year (_______) ___________ days
4- Sick days left for year (_______) ___________ days

Signed by the Requester __________________________

Date signed and submitted: ……/……/…..

Approved by the Supervisor __________________________

Date signed and submitted: ……/……/…..

Approved by the Manager __________________________

Date signed and submitted: ……/……/…..

Additional Comments:

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MSU Facilities Maintenance & Energy Management Vacation Leave Regulation

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