2427 – Vacation Leave

The College offers Vacation Leave to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. All Vacation Leave requests are to be submitted and approved by the supervisor as far in advance as possible for planning and redistribution of employee's workload during the requested Vacation Leave period.

General

The supervisor shall have the right to deny an eligible employee's[1] vacation request such as, but not limited to, requests that:

1. do not allow sufficient notification to reasonably cover the employee's job duties during his/her absence;
2. may cause undue hardships on students or other employees within his/her area during certain "busy" periods (i.e., enrollment periods, finals, etc.); or
3. are for a period that has previously been requested by other employees within the same department and approved by the supervisor, etc.

More Details

See General Leave Requirements and Information for more details.

Contact(s): Director of Human Resources

Related Form(s):

References:

Relevant Policy or Procedure(s): 1410 – Employee Leave

Approved by: President

Date: 8/1/02

Revision(s): 11/6/06; 10/16/19 (minor revision)

[1] Employees eligible for this benefit include President, Vice President and Deans, 11-12 Month Full-time Faculty-Barton Campus, 11-12 Month Full-time Faculty-Fort Riley and Fort Leavenworth, FT Exempt Staff, FT Hourly Staff.