

STATE OFFICE EMPLOYEES VACATIONS

PURPOSE:

This policy sets forth the procedure to be followed in granting vacations to Multiple District 14 State Office employees.

GENERAL:

1. For the purpose of this policy, “vacation” is defined as that time allotted away from work for which State Office, permanent, employees are paid their regular rate of pay. Each employee shall be urged to take advantage of this benefit. The decision by the employee to forego this benefit can be made only for sufficient cause as determined by the State Administrator. Similarly, the vacation period requested by the employee can be changed or denied for sufficient cause as determined by the State Administrator.
2. Vacation shall be granted to each permanent Multiple District 14 State Office employee according to the following schedule:
 - a. Upon completion of the first year of continuous service: Ten work days.
 - b. After Five Years of continuous employment: Fifteen workdays.
3. Vacations for the State Administrator and State Employees are to be pre-scheduled and approved as follows:
 - a. The State Council Chairperson shall approve or deny for sufficient cause the State Administrator’s vacation.
 - b. The State Administrator shall approve all other employees’ vacations.
4. The period of time during which vacations shall be taken shall begin on the one-year anniversary of the employment and continue to the following anniversary year, one year later, at which time a new vacation period shall commence. Thus, vacation periods shall be from anniversary date to anniversary date. Vacation time not taken shall not accumulate from one vacation period to another vacation period.
5. Upon sufficient cause, the State Administrator may approve payment to employees instead of vacation. Such payment shall not be permitted to accumulate from year to year.
6. Upon sufficient cause, The Council of Governors may approve payment to the State Administrator instead of vacation. Such payment shall not be permitted to accumulate from year to year.