

COLUMBUS STATE COMMUNITY COLLEGE
POLICY & PROCEDURES MANUAL

VACATION
Procedure 3-05 (A)
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Effective August 1, 2007

- (1) An employee's request for vacation must be submitted on the Leave Request Form to the employee's supervisor.
- (2) Except in the case of an emergency, vacation must have prior approval by the supervisor.
- (3) The supervisor may refuse to grant part or all of a request for vacation if the request violates the department's published vacation guidelines. Guideline factors to be followed in all departments include:
 - (a) The operational needs of the department.
 - (b) The number of employees on vacation concurrently.
- (4) Vacation may be used with one (1) hour being the minimum to be charged per occurrence, and one half (1/2) hour increments thereafter.
- (5) The employee's supervisor is responsible for submitting the Leave Request Form to the Payroll Department within three (3) working days from the date of leave.
- (6) Vacation may be used in lieu of sick leave only in cases of Family and Medical Leave (FML). See College Procedure 3-36 (D) for additional information.
- (7) Employees eligible to have their prior service with the state or any political subdivision of the state counted as service with the College for purposes of computing their vacation accrual rate must obtain a letter from the appropriate retirement system. The letter must include the employee's prior service, designated in years, with the state or any political subdivision of the state and must be submitted to Human Resources.
- (8) Employees are responsible for utilizing their vacation in the manner it was intended. See College Policy 3-05 for additional information. Abuse of this policy or procedure shall be grounds for disciplinary action.

Last Effective Date: August 21, 2000

**March 15, 2021: Administrative changes made to align procedures with updated policy.*