

## Memorandum

**To:** SLCC HVAC Department

**From:** Paul Martin, HVAC Manager

**Date:** 2/4/2020

**Re:** HVAC, Department Vacation and Sick Leave Policy

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### **Vacation and Sick leave accrual**

Vacation and sick leave are awarded on the day you get paid. You may not borrow against the upcoming amount given. You can only use what you currently have.

### **Vacation Leave**

Vacation can be scheduled, when appropriate, by giving a week's notice to your LEAD by submitting the leave form to your lead (excluding certain emergencies when the need for leave is unforeseeable). You must enter your vacation time in Sprocket and Banner accurately. Once approved you should enter your vacation time before you leave. Vacation may be denied due to business necessity.

### **Sick Leave**

When you are sick you need to call your Leads cell phone and talk with him or leave a message before your work shift starts.

#### **Note:**

If an employee runs out of sick time and payroll uses vacation time to cover, it doesn't mean that the Department has approved it as vacation time. It only means that the employee will get paid out of vacation accruals instead of sick accruals and absences are still considered as sick days. Sick days need to be entered in Banner and Sprocket as sick leave, sick leave must be entered in Banner and Sprocket the day you return to work under normal circumstances.

### **Holiday Leave**

When a holiday occurs during the work week and it falls on the day that is your normal time off then you need to schedule with your supervisor what day you are taking off to make up for the holiday. The holiday day must be taken during the same week as specified in the SLCC policy. If your normal schedule is a 10-hour workday, then you must enter 2 hours of vacation time to supplement your paid holiday earnings for that day.

### **Employee responsibilities as stated in Vacation and Sick leave policies:**

#### **Vacation**

Employee Responsibilities: Employees must request vacation from their immediate supervisor following departmental guidelines. The Lead/Supervisor is responsible for finding his/her shift coverage if needed. The employee is required to fill out the request for vacation form and submit the form to their supervisor for approval with the information needed. A minimum of one week before the 1<sup>st</sup> day of the requested time-off. Employees are encouraged to schedule vacations at times which will not interfere with the efficiency of the department and provide as much advanced notice as possible. Employees who are absent without approved vacation will be considered to be absent without approval. Employees are required to submit their time using either web or department time entry.

#### **Sick leave**

**The Lead/Supervisor is responsible for finding his/her shift coverage if needed.**

**Employees Responsibility,**

The employee is responsible for notifying their supervisor prior to or on first day within the first hour at the start of the shift following departmental guidelines. Employees will provide medical documentation from a Physician (more than 2 consecutive days missed) for each of the days missed due to illness or injury when you return to work. Submit documentation directly to the Human Resources Office. Allowances can be approved when the need for leave is unforeseeable.