

# Vacation, Earned Compensation and Shift Trade Requests

## 1039.1 PURPOSE AND SCOPE

Employees may request time off of work by taking either vacation or earned compensation hours. Time off can be entered directly by the employee into the scheduling system, or the employee can request the time off through his/her direct supervisor. Shift trades can also be requested in the above manner. All vacation, earned compensation and shift trade requests are to comply with the most current version of the Guide for Leave Scheduling.

### 1039.1.1 EMPLOYEE RESPONSIBILITIES

Employees requesting time off are responsible for:

- (a) Ensuring they have sufficient vacation or earned compensation hours in their account to take time off.
- (b) Obtaining supervisor approval or Telestaff approval if applicable prior to taking time off.
- (c) Making sure no conflicts exist with the proposed time off and scheduled commitments such as training or served subpoenas. (See Lexipol #348)
- (d) Working an assigned shift if the employee's partner in a shift trade fails to report to work.
- (e) Making sure the appropriate entries are made on their time sheet.