

# HEAD START STAFF REQUEST FOR TIME OFF

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

FROM: (NAME) \_\_\_\_\_

(POSITION) \_\_\_\_\_ (ANNIVERSARY DATE) \_\_\_\_\_

I HEREBY REQUEST  vacation  sick  unpaid time off

ON THE FOLLOWING DATES: \_\_\_\_\_

COMMENTS/CONDITIONS (optional): \_\_\_\_\_

PERMISSION GRANTED: \_\_\_\_\_ DENIED: \_\_\_\_\_

SITE COORDINATOR'S  
OR IMMEDIATE SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

WILL A SUBSTITUTE BE REQUIRED?  yes  no \_\_\_\_\_  
Name of Substitute Secured

CONTENT AREA MANAGER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Required when request is for 3 or more days off)

Cc: Content Area Manager \_\_\_\_\_  
HR, Admin. Office \_\_\_\_\_

## **AGENCY GUIDELINES FOR LEAVE REQUESTS**

The EMPLOYEE HANDBOOK (Section 908, Vacation Leave, pg.900-6) states: "Vacation requests must be submitted to the employee's supervisor/director in writing at least two workweeks, but no more than six months, in advance. Vacations are generally authorized in accordance with employee requests, taking operating requirements and length of employment into account. The Agency reserves the right to designate when some or all of an employee's vacation leave is taken based upon program needs."

Section 909, Sick Leave, pg. 900-8) states: "Sick leave may be used for an employee's personal illness or injury, necessary doctor and dentist appointments, and to provide direct care to a parent, spouse, child, or household member who is ill or injured. Sick leave is a benefit to be used for illness only and is not intended to be an extension of vacation leave."

## **HEAD START GUIDELINES** (effective September 1, 2008)

1. Requests for vacation leave must be submitted in writing at least two workweeks, but no more than six months, in advance.
2. Staff are expected to use accrued vacation, when they have it, during program shut-down times.
3. Accrued vacation hours will automatically be used during program shut-downs. No form is required.
4. Approval of requested vacation time will be based upon program needs and seniority.
5. Advance requests for sick leave for medical appointments must be submitted as soon as the need is known by the employee. Staff are expected to make medical appointments outside of their scheduled work hours or at a time that is least disruptive to program needs.
6. An employee who needs to call in sick on a scheduled work day must follow the procedure in place for his/her workplace or position.
7. Supervisors will monitor attendance. Poor attendance will be addressed promptly and will be handled as a performance issue.