

Original Date	8/25/08
Revision Date	September 25, 2009

Facilities Development and Operations

SUBJECT: TIME OFF REQUEST PROCEDURE

Purpose:

The purpose of this procedure is to define the process for the submission and approval of all employee Time Off Requests.

Scope:

This Procedure governs all requests for time off and is consistent with the spirit of both SETC and CSUEU contracts (*refer to appropriate SETC or CSUEU contract articles*).

Approval Process:

1. Requests for scheduling vacation shall be submitted in writing at least 30 days in advance and approved by the appropriate Administrator (MPP).
2. If an employee submits a vacation request for three (3) days or less with less than 30 days notice, such requests must be submitted to the immediate Supervisor and approved by the Department Administrator subject to operational needs.

3. FD&O Administrator List:

DEPARTMENT	PRIMARY Administrator	ALTERNATE Administrator
Administrative Services	Terry Crisp PH# 924-1984	Anton Kashiri PH# 924-1951
Energy, Utilities & Engineering	Adam Bayer PH# 924-1971	Chris Nordby PH# 426-6526
Central Plant	Chris Nordby Cell# 426-6526	Adam Bayer PH# 924-1971
Facilities Maintenance & Construction Services	John Skyberg PH# 924-1921	Terry Crisp PH# 924-1984
Facility Operations	Betty Luna PH# 924-1935	Dennis Suit PH# 924-1872
Grounds – Main Campus	Raul Bueno PH# 924-1973	Betty Luna PH# 924-1935
Grounds - So. Campus	Dennis Suit PH# 924-1872	Betty Luna PH# 924-1935
Custodial, King Library	Mark Hancock PH# 924-2628	Calvin Brown PH# 808-2399
Custodial, Crew II	Guillermo Garcia PH# 924-1916	Calvin Brown PH# 808-2399
Custodial, Crew III	Jim Weber PH# 924-1944	Calvin Brown PH# 808-2399
Custodial, Crew IV	David Barber PH# 924-1938	Calvin Brown PH# 808-2399
Planning Design & Construction	William Shum PH# 924-1925	Daniel No PH# 924-1996

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4. Vacation requests are to be submitted to the immediate Supervisor and shall be scheduled and taken only when authorized by the appropriate Department Administrator. The term "Administrator" refers to an employee serving in a designated non-bargaining or management position.
5. Sick time requests should be reported to the appropriate Administrator promptly and preferably before the start of the shift.
6. Cancellation or revision of Time Off Request Form shall be completed as follows:
 - a. Obtain old Time Off Request Form and indicate change to request by marking document as "Cancelled" or "Revised" (on top right hand corner) and indicate date change and/or amount of time off requested where appropriate.
 - b. Forward Revised or Cancelled request to appropriate Administrator so they can notate change by initialing the revised Time Off Request Form.
 - c. Make a copy of document and forward to the FD&O Payroll Specialist.
7. Personal Holiday (PH) request shall be utilized within the calendar year by mutual agreement with the appropriate Administrator, preferably in advance and in writing.

If you have additional questions please refer them directly to your Department Manager or Director.

The Time Off Request Procedure can also be accessed on the FD&O's Web site www.sjsu.edu/fdo.