



SOP No	1.006
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REQUESTING TIME OFF

1 PURPOSE

1.01 This document establishes guidelines for requesting time off.

2 EXPECTATIONS

2.01 All time off will be approved by a Supervisor and Administrator.

3 RESPONSIBILITIES

3.01 All employees must use FD&O's Time Off Request form in advance when requesting; Vacation, CTO, Personal Holiday, and any other scheduled time off. Forms can be obtained from FD&O's Administrative Services Payroll area.

4 PROCEDURES

4.01 Requests for scheduling vacation shall be submitted in writing at least 30 days in advance and approved by an employee's direct Administrator.

4.02 There are differences in some details of these requests depending on Bargaining Unit the employee belongs to. Please see SOP 1.006A for a summary of these differences and the procedures on how to make such a request.

4.03 Sick time requests should be reported to the appropriate Department Administrator promptly and preferably before the start of the shift. The submission of a Time Off Request form shall also be submitted by the employee for time taken off upon their return to work.

4.04 Partial Sick day requests: employees must promptly notify the appropriate Department Administrator and Supervisor / Lead when leaving work early due to illness. Employee should fill out the NCT Time Off Request form and sign the form prior to departure from campus.

4.05 Cancellation or Revision of Time Off Request form shall be completed as follows:

- 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.
- Forward Revised or Cancelled request to appropriate Department Administrator so they can notate change by initialing the revised Time Off Request Form.
- Make a copy of document and forward to the FD&O Payroll Specialist.

4.06 Personal Holiday (PH) request shall be utilized within the calendar year by mutual agreement with the appropriate Department Administrator, preferably in advance and in writing.