

DEFINITIONS

Notice means the amount of time in advance in which a vacation request must be made.

Family-Medical Leave definitions are covered by the Family-Medical Leave Act of 1993 and the State's policy and procedures on family-medical leave.

RESPONSIBILITIES

Employees are responsible for:

- knowing the amount of his/her leave balances; and
- complying with all requirements for securing leave.

Supervisors are responsible for:

- implementing this policy in an appropriate and consistent manner;
- developing and/or distributing agency procedures for employees to follow to secure vacation leave, including identifying persons to be notified with requests for leave and any required notification procedures or forms; and
- taking appropriate actions, including discipline, when an employee fails to abide by the requirements of this and related attendance and leave policies.

PROCEDURES

1. Generally, requests for vacation leave shall be made by the employee to the designated management official no later than the close of the employee's shift or assigned work hours on the day before the requested vacation leave is to be taken. Agencies may set longer advance notice requirements for vacation leave. Timely requests for vacation leave should not be unreasonably denied.

2. Employees eligible for, and having a balance of, special sick leave may use vacation leave in order to comply with the requirement that all vacation, sick, and personal leave must be exhausted prior to using special sick leave. Employees who have exhausted their balance of sick and personal leaves and seek to use vacation leave in progression toward use of available special sick leave, must either comply with the notice provisions above, or request vacation leave for concurrent use with FML, the disability program (S/LTD), or workers compensation (WC). Special sick leave can be used concurrently with FML and/or S/LTD and/or WC or for authorized absences due to the employee's medical condition if the employee has exhausted all accrued sick, vacation and personal leave.

3. Employees may use vacation leave to cover an absence under an appropriate family-medical leave situation without regard to notice requirements for vacation leave as specified in this and related agency policies.

4. Vacation leave may be used in increments of fifteen (15) minutes.

5. Vacation leave may not be charged on a legal holiday, unless such usage is chosen by the employee to meet his/her regularly assigned work schedule of more than seven-and-one-half (7.5) hours on the date the holiday is observed.

6. No vacation leave may be used or approved after an employee's last day of work. Paid vacation leave is provided for a period of rest and relaxation which is conducive to increased efficiency from which both employees and the State benefit. Use of vacation leave in a manner that merely extends the effective date of an employee's final day of employment without the performance of meaningful work for a sustained period upon return from such leave is prohibited, will not be paid, and may result in the employee's official record listing a separation not in good standing. Supervisors who approve such arrangements may be subject to disciplinary action.

7. Requests for vacation leave in excess of four (4) weeks must be approved by the State Personnel Director.

8. Vacation leave may not be used to cover any period of time an employee is incarcerated; however, if the incarceration begins during a vacation leave that was pre-scheduled for other reasons, the approval will not be rescinded.

9. An employee who fails to comply with the requirements of this policy may be subject to loss of pay, a designation of being on unauthorized leave, and discipline.

10. Additional details concerning accrual, limitations on payment at separation, and reinstatement of balances are covered in the references below.

REFERENCES

31 IAC 5-8-231 IAC 5-931 IAC 5-1031 IAC 5-12-3
31 IAC 5-12-4