



Vacation Request

Name _____

Date _____

Job Name _____

I am requesting to use my vacation time on the following dates:

Start Date _____ End Date _____

I will be missing _____ working days and want _____ Vacation Days

Superintendant Name _____

Approve / Deny

Personnel Manager _____

Approve / Deny

Reason for Denial _____



Vacation Request

Name _____

Date _____

Job Name _____

I am requesting to use my vacation time on the following dates:

Start Date _____ End Date _____

I will be missing _____ working days and want _____ Vacation Days

Superintendant Name _____

Approve / Deny

Personnel Manager _____

Approve / Deny

Reason for Denial _____

- Paid vacation time is as follows:

<u>Years of service</u>	<u>Paid Vacation</u>
After 1 year	1 week
After 5 years	2 weeks
After 10 years	3 weeks
After 15 years	4 weeks

- Vacation time requests must be submitted in advance to the Personnel Manager. All requests shall be made **at least 4 weeks prior** to the date of intended vacation. However, job scheduling considerations may require **additional prior notice**, as well as possible denial or postponement of vacation time when requested. In addition, when schedules conflict, prior written approval of the job superintendent **will be required**.
- Vacation requests made without 4 weeks prior notice may be authorized, but at the sole discretion of the Personnel Manager.
- Vacation pay not used during the twelve-month period following your employment anniversary will be paid to you on the first payday after the anniversary date of your employment.
- Unused vacation time may be utilized, at the sole discretion of the Personnel Manager, to supplement an employee’s weekly pay in cases of short work weeks due to inclement weather, unexpected absence due to illness, or similar reasons.
- During the busy summer construction season, **consecutive** vacation weeks should be avoided and **likely** will not be authorized.

- Paid vacation time is as follows:

<u>Years of service</u>	<u>Paid Vacation</u>
After 1 year	1 week
After 5 years	2 weeks
After 10 years	3 weeks
After 15 years	4 weeks

- Vacation time requests must be submitted in advance to the Personnel Manager. All requests shall be made **at least 4 weeks prior** to the date of intended vacation. However, job scheduling considerations may require **additional prior notice**, as well as possible denial or postponement of vacation time when requested. In addition, when schedules conflict, prior written approval of the job superintendent **will be required**.
- Vacation requests made without 4 weeks prior notice may be authorized, but at the sole discretion of the Personnel Manager.
- Vacation pay not used during the twelve-month period following your employment anniversary will be paid to you on the first payday after the anniversary date of your employment.
- Unused vacation time may be utilized, at the sole discretion of the Personnel Manager, to supplement an employee’s weekly pay in cases of short work weeks due to inclement weather, unexpected absence due to illness, or similar reasons.
- During the busy summer construction season, **consecutive** vacation weeks should be avoided and **likely** will not be authorized.