

600.1 Annual Leave**600.1.a Annual Leave General Information**

Earned annual leave is the employee's to use for absences for personal reasons, with prior approval by the supervisor. Annual leave should be scheduled so as to least interfere with effective operations of the office concerned, but desires of employee should be considered. More information on Annual Leave is available in the Human Resource Services Manual.

600.1.b Annual Leave Procedure

Annual leave requests shall be made to the supervisor well in advance of the requested start date. Typically, a minimum of two weeks in advance is desirable. Requests will be reviewed for approval based on work needs and staffing requirements. Final approval is up to the supervisor. Supervisors may limit the number of staff on annual leave at one time due to workload.

At the end of the month, the employee must turn in the leave request form to the appropriate person who forwards the form to the Personnel Section, Facilities Management. This form is returned to the employee after posting. The Personnel Office, Facilities Management, provides a hard copy of leave balances to employees twice a year, in January and in July.