

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	403
		Original Date	03/14/1984
	Department: Personnel	Revised Date	01/09/2014
	Annual Vacation Leave Usage		

POLICY:

Annual vacation leave will be granted when adequate staffing is available for facility operation.

PROCEDURE:

1. Montana Operations Manual Volume III, policy 3-0305 (Attachment #1) shall govern accrual, approved use, record keeping, etc. of employees' annual vacation leave.
2. In order for the facility to maintain staffing for efficient operation, record keeping, and budget concerns, employees will request vacation leave as far in advance as possible. A Department of Public Health and Human Services Employee Leave Request form will be completed and submitted to the Supervisor. Vacation leave will be granted or denied based on needs of the Department and/or facility.
3. Vacation leave must be taken in time blocks of one-half hour and/or in full hours.