

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	406
		Original Date	05/15/1989
	Department: Personnel	Revised Date	01/09/2014
	Cancellation of Scheduled Annual Leave, Holiday Leave and Leave without Pay		

POLICY:

Employees will give adequate notice when cancelling scheduled annual leave, holiday leave or leave without pay.

PROCEDURE:

1. An employee desiring to cancel scheduled annual, holiday or leave without pay will make the request to the supervisor responsible for scheduling.
2. Employees will give at least 48 hour notice of their intention to cancel scheduled annual, holiday, or leave without pay, when a replacement has been scheduled.
3. If a permanent employee is scheduled to replace an employee on annual, holiday, or leave without pay the employee canceling the leave time must give at least 10 day notice. This is necessary so the supervisor can provide adequate notice to the replacement employee.
4. If a traveler has been scheduled employee will not be able to cancel.