

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	428
		Original Date	10/20/1998
	Department: Personnel	Revised Date	01/09/2014
	Leave Requests		

POLICY:

The purpose of the policy is to efficiently, economically and equitably process vacation requests while maintaining adequate staffing for the institution.

PROCEDURE:

1. Vacation

An employee may submit one choice for a vacation period (using annual leave) during the month of March for the succeeding year (May through April). It will be granted on the basis of seniority for contract employees and on a first-come-first-serve basis for all other employees. Supervisors are encouraged to post a form, or in smaller departments come to some agreeable method, for employees to record their requests beginning January 1 of each year. The form will enable employees to assist supervisors in selecting time-off based on other employee requests. Actual requests, however, must be submitted in March on the Employee Leave Request form (Attachment #1) to be processed. On May 1 supervisors will approve or deny a vacation request based on the staffing needs of the facility and the number of requests for a particular vacation period. Each department will develop guidelines for the number of employees they will allow off for vacation leave at any one particular time and use this as one of the standards to grant or deny a request.

2. Other Annual Leave, Compensatory Leave and Holiday Leave

Employee requests for annual leave submitted after April 1 of each year, annual leave not submitted as a single choice vacation under the provisions of A in this policy, compensatory leave or holiday leave must be submitted to the supervisor at least 20 days in advance of the date requested. Supervisors will grant or deny the request 10 days prior to the requested date for the leave. Employees, however, may request leave without the 20 day notice but supervisors have no obligation to grant the request.

3. Holiday Leave – Thanksgiving, Christmas, New Years

As indicated in MMHNCC policy #117 Thanksgiving, Christmas, & New Years Scheduling, supervisors will attempt to equalize opportunities for the holidays off. Staffing needs and employees who worked the previous year will be the deciding factors in granting or denying a holiday requested.