**FACILITIES, PLANNING & ENVIRONMENTAL SAFETY**

# VACATION SCHEDULING

# PROCEDURE #F&P- 4800-07

**PURPOSE**

To establish a definite and consistent procedure and to provide an understanding among the regular employees under the cognizance of the Facilities, Planning & Environmental Safety Department in regards to the assignment of the vacation time.

# PROCEDURE

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| A. | The bargaining agreement is the basis for this procedure and it will be followed in conjunction with the need of management to restrict the number of employees on vacation at the same time. Employees with the most total years of service will have their choice of vacation periods. |
| B. | The seniority advantage applies only when employees schedule their desired vacation dates during the selection period, which is January 1 through March 31 of each calendar year. After the deadline, approved requests for vacation will not be revoked if a conflict in selection develops. |
| C. | Any changes or additional vacation requests made after the close of the selection periods will be on a first come, first served basis and will be weighed against individual crew needs and previously approved vacations without regard to individual seniority. |
| D. | In all cases it is important to know that it is the sole responsibility of the employee to ascertain whether or not they have earned enough leave to cover their vacation when it is actually taken. |