

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR-1-1

Effective Date: July 1, 2005

Version: 1.0

POLICY TITLE: VACATION LEAVE

OVERVIEW: Use of vacation leave must not have negative affects on operations or service delivery. All employees are entitled to the use of accumulated vacation leave, subject to the following: a written request is to be made to the supervisor; proper notice is to be given; all divisional procedures are to be followed.

I. DEFINITIONS

- a. Accumulated leave: Earned, unused vacation leave days.
- b. Emergency: A situation that occurs making it impossible or impractical for an employee to comply with notice requirements, i.e. medical emergency, family crisis, auto accident, etc.

II. REFERENCES

- a. [31 IAC 1-9-3](#)
- b. [31 IAC 2-11-3](#)

III. POLICY

- a. An employee shall **not** use vacation leave in excess of the amount that employee has accumulated. NOTE: Employees do not accrue vacation leave during the first six (6) months of employment (twelve months for part-time employees); thus employees cannot request the use of vacation leave during this period.
- b. Vacation leave requests must be approved prior to taking leave. Such approval cannot be inferred, but must be granted by the employee's supervisor in writing. Email is acceptable.
- c. **Work unit managers** will grant or deny vacation leave requests based on DCS operational needs.
- d. Minimum notice equivalent to two (2) times the number of working days requested off is required. Example: one (1) work week off requires two (2) work weeks notice; one (1) work day off requires two (2) work days notice. Greater notice requirements may be imposed by **work unit managers** and is strongly encouraged during peak vacation times (i.e. holidays, spring break.)
- e. The **work unit manager** will resolve any conflicts that arise from requests being submitted for the same date(s) by considering such factors as seniority, work assignments and timeliness of the request.
- f. The **work unit manager** will consider operational needs in determining the total number of employees allowed in each unit to schedule simultaneous vacation leave.
- g. Requests for more than four (4) consecutive calendar weeks require the approval of the DCS Director and the State Personnel Department (SPD).
- h. Management may waive notice requirements in the event of an emergency. Such waivers shall be dependent upon submission of proper verification, if requested.

- i. Employees eligible for disability benefits may use vacation leave during the thirty (30) day elimination period, subject to the provisions of the [standardized state FML policy](#).
- j. Accrual, usage increments, limitations on payment at separation and reinstatement of balances on rehire are covered in the above referenced sections of Indiana Administrative Code.
- k. While on vacation an employee must either change his/her voicemail and email to reflect that he/she is out of the office or check his/her voicemail and email at least once every work day he/she is out of the office.

IV. PROCEDURE

- a. The employee is to submit a written request for vacation leave to his/her supervisor. Email is acceptable.
- b. Any/all additional procedures established by the Division's Deputy Director must be followed.
- c. Once approved, the employee is strongly encouraged to record vacation leave on his/her Outlook calendar to facilitate intra-agency meeting scheduling.
- d. When out of the office for more than one day, employees are encouraged to utilize the "Out of Office Assistant" email feature in Outlook and change voicemail greeting(s) to indicate out-of-office status, return date, and an alternate contact person's information.
- e. In the event of an emergency, the employee shall contact his/her supervisor or work unit director as soon as possible. Upon return to work, the employee is to provide any requested documentation/verification.
- f. All used vacation leave is to be recorded on the [Employee Attendance Report](#).

V. FORMS

- a. [Employee Attendance Report](#)

DATE: 06/13/05

James W. Payne, Director
Department of Child Services

A signed copy is on file.