



Center for Social Change, Inc.
A Support Center for Persons with Developmental Disabilities

www.centerforsocialchange.org

Vacation Requests

It has come to our attention that there has been some difficulty understanding the procedures behind vacation requests. All staff should observe the following:

1. As stated in the HR policies, vacation requests must be submitted no later than two weeks prior to the date in which a staff plans to take leave
2. Travel plans **should not be secured until you receive a verbal approval** to submit travel plans by an administrator (Program Coordinator, Director of Programs, etc.)
3. For leave requests that are for more than one week, as much advance notice, possibly a month or more, should be provided to allow ample time to acquire documentation as requested by your supervisor once you receive the verbal approval to do so.
4. The maximum amount of leave for out of the country travel is 4 work weeks. (Only 4 weeks of your scheduled shift to work.) (This does not pertain to FMLA requests)
5. Leave requests will be reviewed on a first come first serve basis. You may be asked if your travel can be slightly altered to accommodate to ensure coverage in the home is maintained.
6. Center for Social Change policy on leave during the holiday season. As written in the policy manual “leave requests with existing holidays may not be honored except under special circumstances.”
7. Failure to follow these procedures could result in your leave being denied.

It is understood that emergencies do occur. Staff will be expected to provide documentation to support an emergency situation when the above procedures cannot be followed.