

POLICY: **Vacation Absences**  
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## POLICY

In conjunction with Absences Policy #506, it is the policy of the District that all employees are expected to report to work if scheduled, to work any assigned scheduled work period and if available, for emergency duty when notified of an emergency. Employees will be considered absent when they fail to appear or report to said work without authorization or accomodation.

However, It is the policy of the District to accommodate vacation absences for those employees with an unpaid assignment, especially due to a vacation from primary employment.

## RESPONSIBILITIES

It is the responsibility of **employees** to notify the District Manager, Fire Chief or Fire Chief's designees, of vacation absences.

It is the responsibility of the **District Manager** or **Fire Chief** to review and accommodate vacation absence notifications.

It is the responsibility of the **District Manager** or **Fire Chief** to ensure when reviewing a vacation absence notification, that the responsibilities of the employee with an accommodated vacation absence are covered through the duration of the vacation absence.

The **Personnel Officer** shall retain any ***Vacation Absence Notification Form 278-1*** accommodating a vacation absence in an employee's Personnel File.

## PRACTICES

1. An employee with an unpaid assignment with an upcoming vacation must notify the District Manager or Fire Chief as soon as possible of a vacation absence by submitting a completed and signed ***Vacation Absence Notification Form 478-1***.
2. The District Manager or Fire Chief shall accommodate vacation absences, counseling employees with excessive absences about reassignment, demotion, or termination if excessive absences outweigh the benefits of said employee's employment or said employee's health and safety is at risk due to missed training and work experiences.
3. Employees shall immediately be notified of vacation absence accommodations.

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4. The District Manager or Fire Chief shall forward any ***Personnel Vacation Absence Notification Form 478-1*** to the Personnel Officer for retention in employees' Personnel Files.
5. Failure to return to work after the end of an accommodated vacation absence may result in voluntary resignation of employment.

RELATED POLICIES

Separation 272  
Employee Benefits 400  
Leaves of Absence 442  
Military Leaves of Absence 454  
Family and Medical Leaves of Absence 463  
Absences 506

STATUTORY REFERENCE

None

REVISION HISTORY

Revision Date	Author	Revision Details
February 15, 2024	Monte Olsen	Initial version