

 <b>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</b>	Developed by/Date: Kym Fries, 8/03, Rev. 2/09	Page: 1 of 1	Number: 2.7
	Reviewed by/Reviewed Date: CSA Exec Team 3/23/09	Replaces:	Category: Time Keeping and Attendance Distribution: All Staff
Title: <b>Vacation Used as Sick</b>		Approved: 3/23/09	

**Policy** 
     
 **Procedure** 
     
 **Guideline**

**Purpose**

To provide clarification of the practice and procedures of approving an employee’s usage of vacation time for sick-related time.

**Definition**

In order to maintain consistency throughout the Agency, this clarification should help to empower our supervisors to make the best decision in their unit on a case by case basis.

**Procedure**

Community Services Agency (CSA) has a history of being very generous at approving the use of vacation used as sick time, but there are certain times where it is not in the Agency or employee’s best interest to approve these request.

Stanislaus County Policy 3.36.060

All requests for vacation must be approved by the employee’s department head. The department head is responsible for insuring that the employee is eligible for the vacation requested. No person shall be allowed paid vacation in excess of that actually accrued at the time such vacation is taken.

SCEA/AFSCME Local 10 (Section 31, Subsection E, Page 44) MOU

Use of Accumulated Time – Employees covered by the memorandum shall be allowed to use accumulated compensatory time off, vacation or holiday time whenever accumulated sick leave time is not adequate to cover medical absences. Use of accumulated time shall not be unreasonably denied by the Department Head.

SEIU Local 535 MOU

Does not address this practice.