

Stanford Linear Accelerator Center
Operations Directorate
Technical Information Services
M.S. 82 926-4385

March 6, 2006

TO: All TIS Staff
FROM: Pat Kreitz
RE: TIS Policy for requesting vacation time

The purpose of this memo is to clarify policy about requesting vacation time.

Background:

Stanford Administrative Guide Memo 22.5 http://adminguide.stanford.edu/22_5.pdf

TIS Policy:

I have delegated responsibility for approving vacation and for establishing guidelines for how far in advance employees should request vacation—particularly before and after popular holidays—to the Department Heads. They may determine department practices and must coordinate vacation requests department-wide so that key services are available to our user communities.

In most cases, supervisors may approve an employee's request for vacation time off. However, as the Guide memo states, "Specific arrangements are subject to ... scheduling compatible with departmental requirements."

Staff should not make non-refundable travel arrangements without getting permission to go on vacation. There is no guarantee that just because someone has committed personal funds, we can always accommodate a request, although we will make every attempt to try. Also, time off around popular holidays is not automatically granted, particularly not on a 'first dibs' basis. Supervisor and department head must balance all the requests, being fair to staff and to our customers who want and need our on-site assistance.

Questions? Please consult your supervisor.