



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

ADMINISTRATIVE POLICY

Vacation Leave

Policy Type:
Human Resources

Policy Owner(s):
Human Resources Manager

Policy contacts:
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Revised: (Date)
Reviewed: 04/09/18
Effective Date: 10/15

POLICY STATEMENT

Policies, rules and contract language governing vacation leave vary by employee group. Please read the policy for your [employee](#) [group](#).

Masonic Cancer Center believes that vacation is important to the health and well-being of our employees and encourages all employees to take periodic vacations - at least annually. Timing of vacations must be arranged with the supervisor; and supervisors will be as flexible as possible in approving vacation.

Vacation Request Process

1. Via email, employees must request approval of vacation dates - as far in advance as possible. Please indicate the calendar day and the number of days/hours you would like to use as vacation hours, as well as your return-to-work date.
2. Supervisors will respond to requests via email, *usually within 1 day*. Vacations may need to be rescheduled or requests denied based on needs of the department - so please do not book travel until you have received your supervisor's approval.
3. Please remind your supervisor of your upcoming absence in the days (or weeks for extended absences) leading up to an approved vacation to ensure proper coverage.
4. Employees will report usage in the absence management system when vacation leave is taken, or immediately following use, with the understanding that to delay reporting could negatively impact accrual of days.

Please follow this process to ensure appropriate coverage in your department, smooth running of the MCC and appropriate adherence to MCC policy.