

DSS Policy and Procedure Guide

Division 03: Child Welfare

Chapter 02: General Administration

Item 013: **Vacation Approval Policy**

Suggested changes send to: [DSS PSOA Mailbox](#)

Issued: **January 4, 2006**

Replaces Issue:

Policy

It is the policy of the Department of Children and Family Services, Child Welfare Services that:

Vacation requests for two weeks or less are only to be approved by an employee's immediate supervisor or program manager. Supervisors will not approve vacation for another supervisor's employee.

Vacation requests for longer than a two-week duration must be approved by the employee's program manager.

Vacation requests that will extend an employee's termination date must be approved by the employee's program manager. *i.e. Peter Jones is leaving the Department effective October 28, 2005. His last day of work will be October 14, 2005 as he is using two weeks of vacation time prior to termination. Only Peter's program manager may approve this request.*