

**VACATION LEAVE REQUEST FOR LOCAL 1 UNIT MEMBERS**

1. Each department is required to provide employees with a voluntary vacation schedule request twice a year.
2. For Local 1 members, vacation leave up to ten (10) days, may be approved by the first (1<sup>st</sup>) level supervisor. Vacation requests for time greater than ten (10) days must also receive the approval of the first (1<sup>st</sup>) level supervisor's manager.
3. Vacation leave, at the option of the employee, may be used to extend sick leave when necessary. However, if vacation leave is taken for purposes of illness or injury, the rules regarding its usage shall be identical to sick leave usage. Employees will be required to present medical documentation.

Public Employees, Local 1, Article 9