
Department of Human Resources and Employee and Labor Relations

Personal Leave the Day Before or After a Vacation or Holiday

To: All Staff

From: T. Michael Carson
Executive Officer, Human Resources

As per the negotiated agreements with the HCPSS bargaining units, personal leave may not be used solely to extend holidays and/or vacation periods. Approval for personal leave during these periods may only be granted by the Office of Human Resources. Requests must be entered in Workday with reason at least ten (10) duty days in advance. To facilitate this process, all Workday requests for personal leave that are either the day before or after a vacation or holiday will be automatically routed to the Executive Director of Human Resources for approval.

Requests that do not contain an attachment and/or a comment explaining the reason for the need for personal leave will be denied. Requests with an explanation will be considered on a case-by-case basis.

TMC/lb