

***Request for
Time Off:
Vacation
Personal
Bereavement
Jury Duty***

All federal, state laws and university policies supersede departmental guidelines and procedures.

Department guidelines and procedures are subject to change at any time and staff are responsible for familiarizing themselves with current guidelines.

FACILITIES OPERATIONS AND MAINTENANCE GUIDELINES AND PROCEDURES

Date Issued: 03/01/09

Guideline # _____

REQUEST FOR TIME OFF: VACATION, BEREAVEMENT, JURY DUTY

PURPOSE: To establish the guideline for requesting and approving time off and guidelines for how and when such time may be taken.

GUIDELINE: **VACATION SCHEDULES:**

- Vacation requests should be presented to the supervisor in writing at least two (2) weeks prior to the time requested for any time off greater than five (5) days and one (1) week prior to the time requested for any time off less than five (5) days. Every effort will be made to accommodate the employee's request. However, the business and operational needs of the department must be considered prior to any time off being authorized.
- To ensure fairness in considering multiple vacation requests, supervisors should take more than one factor into consideration such as the master work schedule, available resources, business needs and the number of employees previously approved for dates requested. In addition, rotation of desirable dates, time of receipt and seniority may be considered when approving requests for time off.
- It is highly recommended that supervisors update and post vacation schedules.
- Supervisors should provide notice regarding approval or denial of vacation request within 48 business hours of receipt of request. Employees are urged to make requests as far in advance as possible.

<http://policies.usc.edu/policies/leaves/vacation072205.pdf>

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BEREAVEMENT:

- Request for bereavement leave must be submitted and approved by supervisor in advance.
- Employees may be granted up to five (5) working days with pay upon making proper notification to the supervisor.

<http://policies.usc.edu/policies/leaves/bereavement070105.pdf>

JURY DUTY:

- Employee must notify supervisor as soon as he or she receives a jury summons.
- Proof of service will be required by the unit at the end of the service and must be submitted with completed Absence Authorization form to FMS Payroll.
- An employee excused from jury service early in the day, and allowed to leave is expected to report to work on that day. The employee is expected to report to work on any day when not engaged in jury duty. If an employee normally works on Saturday and/or Sunday, he/she will not be required to work those days while serving on jury duty Monday through Friday.

<http://policies.usc.edu/policies/leaves/juryduty070105.pdf>

http://policies.usc.edu/policies/leave_staff.html

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