**Annual/Vacation Leave Request Procedural Change**

**If any employees want to go on a vacation they MUST complete the following:**

* **Employees must submit the request for Annual/Vacation no less than 10 working days prior to the leave period.**
* **The leave request must be submitted to the employee’s immediate supervisor for approval.**
* **The approving supervisor reserves the right to decline the leave request based upon adequate staffing for the department affected.**