

Procedure Title:	Vacation Leave and Payoff				
Procedure Number:	DHS-060-018-01	Version:	1.0	Effective Date:	02/25/2002

DHS Chief Administrative Officer

02/25/2002

Approved By: (Authorized Signer Name)

Date Approved

Procedure

Vacation Leave

Step	Responsible Party	Action
1.	Employee	Submit DHS 0046, Request for Leave form or other electronic format to supervisor in advance to allow supervisor to evaluate the request.
2.	Supervisor	Evaluate operational needs. If denied, explain the reason for denial in writing.

Payoff For Vacation Leave

Step	Responsible Party	Action
1	Employee	Employee may request vacation leave be paid off if: <ul style="list-style-type: none"> Vacation leave has been requested and denied <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> Vacation time will be lost due to excessive maximum accrual if not taken within two months. Submit Vacation Leave Payoff form .
2	Supervisor	Verify employee is in danger of losing vacation. Sign and forward Vacation Leave Payoff Form to Appointing Authority for approval.
3	Appointing Authority	Approve or deny form. <ul style="list-style-type: none"> <u>If approved</u>, forward to payroll for processing. <u>If denied</u>, notify employee in writing of reason for denial.
4	Payroll	Process approved requests for payment.

Policy that applies:

[DHS-060-018, Vacation Leave and Payoff Policy](#)

Form(s) that apply:

[DHS 0046, Request for Leave](#) PDF

DHS 0110, Vacation Payoff Request - [PDF](#), [Word](#), [Wordperfect](#)

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Procedure History:

- **Version 1.0:**
02/25/2002 Initial Release

Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

