

1-day Vacation Cancelling Agreement  
05/19/09

Add to Section 11-13

In the event employees cannot notify their supervisor by the deadline in Section XIV.E.6 then 1-day vacations may be cancelled with the mutual agreement of the employee cancelling his/her 1-day vacation and the employee scheduled to cover that employee, prior to the scheduled 1-day vacation. The employee initiating cancellation of the scheduled 1-day vacation is required to send an e-mail as information of the cancellation to the vacation schedule owner prior to the occurrence.

TA 5-19-09

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