



### **Vacation / Leave Policy**

1. Non-emergency planned time off:
  - A Vacation/Leave request form must be completed and submitted 2 weeks prior to date requested.
  
2. Emergency request for time off:
  - Emergency requests for time off due to illness, injury or family crisis will be granted. You will be asked to provide valid documentation to support the emergency in question.
  
3. Request to be removed from case::
  - A written request to be removed from a case must be submitted 2 weeks prior to the requested date.