

# ANDERSON-COTTONWOOD IRRIGATION DISTRICT

## LEAVE POLICY

### POLICY

Leave request forms are to be submitted for the purposes of:

1. Use of sick leave for medical/dental appointments.
2. Vacation.
3. Leave without pay (LWOP).

Leave request forms are to be submitted to the employee's immediate supervisor for approval, who will then submit it to the General Manager. A copy of the approved leave request form will be given to the employee.

Requests for leave time of eight hours or less should be submitted at least one week prior to requested time off.

For leave time of more than one day, requests should be submitted at least one month prior to the requested time off.

Leave requests during the normal periods of installation and removal of the Sacramento River diversion structures are not likely to be approved because of the extra costs necessary to hire temporary replacements.

The District reserves the right to deny such requests when it may result in a work scheduling conflict.