


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Personnel</b>	<b>Procedure Number:</b>	<b>PE-06</b>
<b>Subject:</b>	<b>Holiday Schedules</b>	<b>Effective Date:</b>	<b>December 1992</b>
		<b>Revised Date:</b>	<b>November 2016</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>December 2019</b>

**Standard Operating Procedure**

All Facilities Maintenance employees are to work their scheduled holiday, unless taken in conjunction with their annual vacation.

**Purpose**

To reduce scheduling problems and to ensure that persons not scheduled are not forced into working a holiday to cover for someone else.

**Procedure**

1. All vacation requests will be reviewed by the appropriate Supervisor and/or Manager.
2. Scheduling conflicts arising from vacation requests returned by March 15th will be resolved by seniority.
3. All vacation requests shall be subject to the availability of sufficient personnel to efficiently satisfy operational needs.