POLICY FOR USING VACATION (and 5th WEEK VACATION) IN LIEU OF SICK LEAVE

Policy Application for Library Employees

It is generally not accepted practice for employees to use vacation leave for absences related to illness after they have exhausted their sick leave balances. However, library practice will allow for employees to use up to one week of vacation in lieu of sick time under all of the following conditions:

1. The use of vacation leave in lieu of sick leave must be pre-approved by the immediate supervisor, Department Head, and Associate Director, in consultation with the Libraries’ Human Resources Administrator.
2. Employees who have been authorized to use an approved amount of vacation leave in lieu of sick leave are still required to notify their supervisor of his/her absence in accordance with MIT sick leave policies.
3. Such leave time will be recorded as “Vacation in Lieu of Sick” or “5th Week Vacation in Lieu of Sick” on the employee’s timesheet.
4. Employees must indicate in the “Comments to Approver” section of his/her timesheet how many days of the approved leave has been used, i.e. “Tuesday represents day 2 of 5 days of approved vacation in lieu of sick leave”.
5. Supervisors must track and confirm the employee’s use of the pre-approved number of “vacation of lieu of sick” days and provide a status report to payroll-lib@mit.edu.
6. Generally, if an employee has exhausted his/her annual sick leave allotment and has exhausted his/her pre-approved amount of vacation leave in lieu of sick leave, and, if s/he is not covered by Family Medical Leave, additional absences will be treated as a performance issue.

The above stated practice does not apply in cases of Family Medical Leave, where the use of additional vacation leave in lieu of sick may be permitted on a case-by-case basis.