STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

POLICY AND PROCEDURES

P & P No.	25-8013
Page	1 OF 2
Effective Date	August 1, 1985
Supersedes P & P No.	22-8006
Dated	Mar. 1, 1982
SUBJECT	Vacations and Leave Without Pay
APPROVED BY	
DIVISION	Alaska Marine Highway System
SECTION	Operations
CHAPTER TITLE	Vessel Personnel

PURPOSE:

To present the conditions and outline the procedures for Alaska Marine Highway System's vessel personnel to apply for and be granted vacation or leave without pay.

POLICY:

It is the policy of Alaska Marine Highway System that vessel personnel be granted vacation or leave without pay when requested in accordance with the conditions of this policy and procedure and bargaining agreements, provided qualified relief is available.

DISTRIBUTION:

All holders of the Alaska Marine Highway System Policy and Procedures Manual. All Vessel Masters and Vessel Department Heads.

PROCEDURE:

Vacation schedules and relief personnel will be approved in accordance with procedures agreed upon in Vacation Committees, and consistent with bargaining agreements and Employer policies.

The Employer's Vacation Committee representative for the Licensed Deck Department is the Port Captain.

The Employer's Vacation Committee representative for the Licensed Engine Department is designated by the Director, Division of Marine Operations.

The Employer's representatives to the Vacation Committee for unlicensed vessel personnel are designated by the Director, Division of Marine Operations and the Director, Division of Administrative Support.

Vacation or leave without pay requests will be submitted to the Vacation Committee on forms provided as timely as possible, but no later than two weeks prior to commencement date of the vacation for unlicensed personnel and four weeks for licensed personnel. The submission period may be waived subject to the availability of a qualified relief.

No vacation or leave without pay requests will be approved without a qualified relief being available. The Vacation Committee will indicate such relief by name on the Vacation Request in order for the Personnel Office to make the proper dispatch.

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The Vacation Committees are responsible for the coordination of vacation in order to ensure that proper personnel are available. Therefore, vacation or leave without pay approvals are not valid without concurrence of both Employer and Union Vacation Committee representatives.

Employees will not consider vacations or leave without pay approved until they have received their copy of the request signed by both Employer and Union Vacation Committee members. In emergency situations verbal approval may be arranged with the Vacation Committee, but must be followed with proper documentation.

Vacations, once properly approved, will not be cancelled except in emergency situations and then only by concurrence of members of the Vacation Committee.

Since vacation from a vessel in yard status requires the payment of travel costs and travel pay for a replacement as well as other expenses, vacations from yard status will only be allowed when relief is mutually agreed between employees with the concurrence of the Vacation Committee and will not incur any expense to the State. Such agreements must be approved through the procedures contained herein.

Leave without pay will be granted only after all accrued vacation and/or "A" days have been exhausted.