

VACATION SCHEDULE

- AUTHORITY:** Personnel and Salary Resolution
Memoranda of Understanding
Administrative Directive
- RESCINDS:** Procedure Manual Item 1-3-008, dated 08/05/08
- FORM:** Vacation/Leave of Absence Request Form (F057-9010)
- PURPOSE:** To provide for orderly and equitable scheduling of vacations.

I. GENERAL INFORMATION

- A. This item is primarily for staff assigned to the Field Operations and Operations Support Bureau. Staff assigned to the **institutions and Juvenile Court Work Program** has a separate procedure for vacation allocation and scheduling, found in Book 3.
- B. Under management direction, each work unit determines how many staff can be allowed time off at the same time. If there are conflicts among staff seeking time off, they are encouraged to resolve the conflict among themselves. If they cannot reach agreement, the Division Director or designee will make the final decision.
- C. Per the Personnel and Salary Resolution and applicable Memorandum of Understanding, no scheduled vacation will be canceled except in case of emergency. "Emergency" will be determined by the Chief Probation Officer or his designee on a case-by-case or situational basis.
- D. Deputized staff must submit a vacation request form for any vacation of four or more hours, and non-deputized staff must submit a request for any vacation of eight or more hours. Even though a vacation request form is not required for fewer vacation hours, prior approval from the immediate supervisor is required.
- E. Prime time vacation preference, based on County seniority, will be considered in January of each year for one vacation period during the next 12 months. Seniority cannot be used to override another employee's previously approved vacation. Except during the month of January, vacation requests will be considered in the order in which they are received.
- F. Generally, vacation requests must be submitted 30 days before the requested time off to allow adequate time for processing, scheduling, and position coverage. Time may be waived by the Division Director.
- G. It is the employee's responsibility to verify that the vacation request does not exceed the actual or anticipated vacation/annual leave, PIP and/or compensatory time balance.

- H. The Division Director must approve vacation/annual leave requests in excess of 80 hours. Executive Management must approve vacation/annual leave requests in excess of 120 hours.

II. PROCEDURE

- A. The employee verifies that sufficient vacation/annual leave, PIP and/or compensatory time will be available for the requested vacation.
- B. The employee completes the Vacation/Leave of Absence form in duplicate and forwards both copies to the immediate supervisor.
- C. The immediate supervisor recommends approval or **denial** of the request within seven calendar days and forwards both copies of the approved request to the second-level supervisor.

NOTE: Some second-level supervisors delegate final approval authority to the immediate supervisor.

If the vacation request is **denied** by the immediate supervisor, the reason(s) is discussed with the employee.

- D. The second-level supervisor approves or **denies** the request within seven calendar days after receipt from the immediate supervisor.
 - 1. If disapproved, the denial is discussed with the employee.
 - 2. If approved, the final approval authority separates the form and routes the original copy to the Professional Standards Division and the pink copy to the employee.

REFERENCES:

Procedure: 3-1-211 Request for Time Off/Shift Trade

Policies: C-1 Maintaining Employment Status
C-2 Vacations/Annual Leaves

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APPROVED: Todd Graham March 22, 2012
Division Director Date