

SWORN STAFF VACATION SCHEDULE- FIELD SERVICES

AUTHORITY:	Personnel and Salary Resolution Memorandum of Understanding Administrative Directive
RESCINDS	Procedure Manual Item 1-3-006, dated 02/22/2012
FORMS	None
PURPOSE:	To provide guidelines for submitting vacation requests for fair and equitable scheduling of vacations.

I. GENERAL INFORMATION

- A. This item is primarily for staff assigned to Field Operations. Staff assigned to the **facilities have** a separate procedure for vacation allocation and scheduling, found in **PMI 3-1-211 (Request for Time Off/Shift Trades)**.
- 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 (**DD**) 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 **via Employee Management System (EMS) or email** for any vacation of four (**4**) or more hours. Even though a vacation request **via EMS** 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 (**1**) vacation period during the next **twelve (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 **thirty (30)** days before the requested time off to allow adequate time for processing, scheduling, and position coverage. Time may be waived by the **DD**.
- 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 **DD** must approve vacation/annual leave requests in excess of **eighty (80)** hours. Executive Management must approve vacation/annual leave requests in excess of **one hundred twenty (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 **submits a request in EMS or via email, depending on the supervisor's preference, to the immediate supervisor for approval.**
- C. The immediate supervisor **approves/denies** the request within seven **(7)** calendar days.
 - 1. **If approved, the employee will be notified via an automated email from EMS.**
 - 2. **If denied, the employee will be notified via an automated email from EMS. The employee can discuss the reason for denial with their immediate supervisor and ADD.**

REFERENCES:

Procedure:	3-1-211	Request for Time Off/Shift Trade
Policies:	C-1 C-2	Maintaining Employment Status Vacations/Annual Leaves

D. Quiane

APPROVED: