



Department of County Management Department Policies

Administration 1.2 – Vacation Policy

Effective Date July 1, 2005 Revised (08/27/2012)

Purpose

Establish clear expectations and guidelines for granting employee vacation while ensuring the delivery of an adequate and responsible level of service to the public and our customers.

Vacation Approval

1. Division Managers shall have the authority over their Divisions to determine vacation policy consistent with the needs of the Division to deliver a responsible level of uninterrupted service to the public.
2. Supervisors have the authority to approve vacation requests consistent with the needs of the program to deliver a responsible level of uninterrupted service to the public and customers.
3. Employees shall submit all requests for vacation, in writing, to their supervisor for approval.
4. Management will be as flexible as practical when accommodating vacation requests.
5. Supervisors should respond to employee vacation requests within two weeks of receiving the request. If a supervisor has a request for which they need more time to consider its impact on operations, the supervisor will let the employee know the reason for the delay and an approximate date by which they will be able to respond.

Sign-up Methods

Specific Division vacation policies are provided below and will, in general, be consistent with the following two approaches to vacation sign-up.

“First Come, First Served” Vacation Sign-up

Division Leaders may use a “first come, first served” process, when determined appropriate. For this process, employees may submit a vacation request to their supervisor at anytime, subject to availability and supervisor approval.

Periodic Vacation Sign-up

Division Leaders may use a periodic vacation sign-up process to determine vacations within the Division, when determined appropriate. The Division policy shall define the frequency of the periodic vacation sign-up. For this process, employees may exercise seniority once for one vacation period.

Minimum Required Staffing Levels

1. Management shall determine minimum staffing levels and coverage requirements for purposes of vacation approval.
2. Division, sections, programs or offices that provide direct customer service shall be staffed at minimums.
3. Supervisors will identify “critical times of operations” and establish appropriate staffing minimums. Management may use temporary employees, temporary schedule changes and overtime to provide adequate coverage.

Resolving Competing Requests for Vacation Time

It is management’s intent that competing requests for vacation time are resolved in the spirit of mutual interest and cooperation. Seniority will be used as a “last resort” to the extent determined by language in current labor agreements. Denied vacation requests may be appealed to the Division Leader or in cases

where the Division leader is the immediate supervisor that denied the request, the appeal can go to the Department Director.

Director's Office

First come, first served sign-up process. Limitations during peak seasons. Minimal staffing levels must be maintained in all sections.

Finance and Risk Management

First come, first served sign-up process. Limitations during peak seasons. Minimal staffing levels must be maintained in all sections.

Budget

First come, first served sign-up process. Limitations during peak seasons. Minimal staffing levels must be maintained in all sections.

Division of Assessment, Recording &Taxation:

1. First come, first served sign-up process.
2. Limitations during “critical times of operation.”
3. Various minimum staffing levels for all operations.
4. For Residential, Commercial and Personal Property staff regularly assigned “Office Duty”, if requesting vacation approval after the monthly “Duty Roster” is finalized, the person assigned office duty day is responsible to arrange for someone else to fulfill the duty requirement.

DCM Central Human Resources

First come, first served sign-up process