


Department of Sustainable Community Development  
**Department Policies**

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## **Administration 1.1 – Vacation Policy**

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Effective Date: Revised June 26, 2001

### **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 to determine division vacation policy consistent with the needs of the division to deliver a responsible level of uninterrupted service to the public.
2. Employees shall submit all requests for vacation, in writing, to their supervisor for approval.
3. Management will be as flexible as possible when accommodating vacation requests.

### **Minimum Required Staffing Levels**

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

### **“First Come, First Served” Vacation Sign-up**

Division managers 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.

### **Annual Vacation Sign-up**

Division Managers may use an “annual vacation sign-up” process to determine vacations within the division, when determined appropriate. For this process, employees may exercise seniority once for one vacation period, as determined by the division manager.

### **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.

**Division Vacation Policies—Listed on Page 2**

**Animal Control Division (May 2001)**

1. Seniority based annual sign-up for calendar year during December.
2. Minimum staffing levels are established.
3. After Annual Sign-up period, vacation is a “First come, first served” process—with four day notification necessary for short-term days off.

**Emergency Management (May 2001)**

1. “First come, first served” sign-up process.
2. Minimum staffing levels —no established minimum number.

**Facilities and Property Management Division (May 2001)**

3. “First come, first served” sign-up process.
4. Minimum staffing levels in some areas—no established minimum number.

**FREDS Division (May 2001)**

1. FREDS Administration - “First come, first served” sign-up process.
2. Fleet Maintenance – “First come, first served,” with minimum staffing levels.
3. Records and Electronics - “First come, first served,” with minimum staffing levels.
4. Distribution Services - Annual Vacation sign-up in January. One person off at a time.
  - Seniority exercised once for one vacation at a time.
  - After annual sign-up – “First come, first served” sign-up process.

**Land Use Planning Division (May 2001)**

1. Twice yearly, Management invites an advance vacation sign-up opportunity to schedule minimum staffing levels on popular vacation days throughout the following 6 month period.
2. After the 6 month schedule is established, “first come, first served” sign-up policy is applied when a vacation request is received, and other operational requirements are met.
3. Minimum staffing levels established—one clerk, three planners

**Transportation Division (May 2001)**

1. “First come, first served” sign-up process.
2. Minimum staffing levels in Surveyor and Warehouse – one staff person.  
Some sections have minimum staffing levels based on season/projects.

**Administration (June 2001)**

1. First come, first served sign-up process
2. Minimum staffing levels – no established minimum number.

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**DEPARTMENT OF SUPPORT SERVICE VACATION PROCEDURES FOR LOCAL 88 EMPLOYEES**

***Memoranda of Agreement***

**PURPOSE**

To establish clear expectations and guidelines for supervisors granting employees vacation leave while ensuring the delivery of an adequate and responsible level of service to the public and our customers. This procedure is established as required by and is consistent with Local 88, Article 8 Vacation Leave.

**APPROVAL PROCEDURES**

1. Supervisors have the authority to approve vacation requests consistent with the needs of the division to deliver a responsible level of uninterrupted service to the public and customers.
2. Employees shall submit all requests for vacation, in writing, to their supervisor for approval.
3. Supervisors will be as flexible as possible when accommodating vacation requests.
4. Supervisors will determine "critical times of operations" and establish appropriate staffing minimums.
5. Supervisors may use a "first come, first served" or "annual vacation sign-up" process for scheduling vacations within their work groups. Definition of sign up methodology:

**First come, first served sign-up**

Employees may submit a vacation request to their supervisor at any time, subject to availability and supervisor approval.

**Annual vacation sign-up**

Employees may exercise seniority once for one vacation period, as determined by the supervisor.

### **RESOLVING COMPETING REQUESTS FOR VACATION LEAVE**

If it is management's intent that competing requests for vacation leave be resolved in the spirit of mutual interest and cooperation. Seniority will be used as a "last resort" to the extent determined by language in the labor agreement.