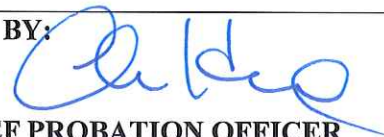


<b>SOLANO COUNTY CALIFORNIA PROBATION DEPARTMENT</b>	<b>POLICY NUMBER:</b>  508	<b>EFFECTIVE DATE:</b>  April 1, 2016
	<b>SUPERSEDES:</b>  May 3, 2004 and November 6, 2006 versions	
<b>APPROVED BY:</b>   <b>CHIEF PROBATION OFFICER</b>	<b>TITLE:</b>  <b>Leave and Authorized Time Off</b>	

## 1. Policy

- A. As stated in the various MOUs, the Department Head shall be responsible for scheduling the vacations of his/her employees in order to achieve the most efficient functioning of the department and of County service. The Department Head may establish procedures for scheduling vacations. No person shall be permitted to work for compensation for the County in any capacity during the time of his/her paid vacation from County service.
- B. Juvenile Institutions staff including Supervisors and Managers shall comply with the Juvenile Hall Policy-Section IV (21) Vacations and (22) Holiday and/or Compensatory Request for Time Off regarding time frames for submitting and approving requested time off.

## 2. Procedures

- A. Supervisors and Unit staff are strongly encouraged to work together in an attempt to accommodate time off requests of every employee eligible to use annual leave, compensatory time off, and floating holidays. Should the Supervisor and Unit staff be unable to accommodate the requested time off, the below procedures will come into effect.
  1. Time off requests shall be reviewed and approved by supervisors once it has been established there is adequate unit coverage.
  2. In the event of a tie, time off requests shall be approved based on Countywide seniority.
  3. Both the supervisor and employee shall be responsible for tracking or maintaining a record of approved time off through (Intellitime).
  4. Supervisors shall respond to leave requests within 10 business days of receipt.

Exceptions:

- a. Any involved manager may override this provision when more time is needed to clarify coverage available while the employee requesting leave would be off.
  5. To ensure the best likelihood for leave approval, employees should submit leave requests to supervisors as far in advance as possible.
  6. In order to avoid financial losses, employees should receive approval of leave prior to making final plans for vacations.
- B. Any involved manager has the final responsibility and authority for making final decisions about time off allocations. Managers shall be consulted when coverage issues are of concern.
1. During the selection process for lateral transfers, candidates shall inform the selection committee of pre-approved time off. If the employee is transferred to another work assignment after a vacation request has been approved, the employee and the employee's former supervisor shall notify the new supervisor/manager immediately so that efforts can be made to honor the request.
  2. In the event of emergencies, urgent need for completion of specific assignments, or critical staff shortages, previously approved time off may be cancelled with the approval of a Manager. Emergencies include, but are not limited to, required (Field Services) response or serious incidents within Juvenile Detention Facility which require additional staff, and national, state, or local disasters, including natural disasters.
  3. It is the employee's responsibility to use annual accruals and floating holidays within the fiscal year in order to avoid loss of time off due to exceeding maximum accruals or expiration of floating holidays. This will require the employee to make requests well in advance of the respective limits/expiration dates for such time off.

### **3. Exceptions**

Any exceptions to the provisions set forth in this policy shall require prior written approval from the Chief Probation Officer or their designee.