

Scheduling of Vacation

330.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth guidelines for the scheduling of vacation. This policy applies to all employees.

330.2 AUTHORITY AND REFERENCES

- Executive Committee;
- Riverside County Ordinance No. 440;
- Memorandums of Understanding (MOU);
- Management Resolution.

330.3 POLICY

Represented employees accrue vacation according to Riverside County Ordinance No. 440 and the current applicable MOU.

Department managers accrue annual leave according to the provisions of the current Management Resolution.

Every effort will be made to accommodate vacation requests, provided the employee's absence does not affect the efficient operation of the department.

330.4 PROCEDURE

- (a) Employees will submit requests for vacation in advance to the immediate supervisor.
- (b) Vacation requests will be approved or denied based upon the projected operational needs of the unit and the number of requests received for that period. Other factors to be considered include:
 1. Sufficient hours available at the time of request for the period requested;
 2. Potential for loss of benefits if the request is denied;
 3. Chronology of the request;
 4. Interval elapsed since the employee was last granted vacation.
- (c) Employees shall report any change in status during vacation to the supervisor as soon as possible. The employee may be required to furnish documentation for a status change.
- (d) The employee is responsible for recording vacation hours used on their timesheet.

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Riverside County Probation Department

Policy Manual

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Attachments: None