

Date Issued July 1, 2013	Date Effective July 1, 2013	Date Last Revised November 1, 2014	Due for Review November 1, 2015	Revision No. 1	Page 1 of 2
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Statement of Purpose:

This procedure outlines the protocol for the department’s annual vacation sign-up request. During the development of this protocol three areas of concern were identified:

- 1) There are currently no departmental restrictions from an employee putting in for time off in advance of their yearly shift rotations. As a result an employee could conceivably put in for time off now for the entire duration of his/her employment. IE: An employee can put in for every Christmas off for the next 20 years.
- 2) There are currently no departmental restrictions related to time off during special events and holidays. This often creates minimum staffing situations during periods of time in which staffing levels should be high.
- 3) The current system does not reward seniority. This is not seen as an immediate problem; however in our discussions staff felt it best to address the issue at this time as a benefit to tenured employees.

The new personnel rules will prohibit employees from banking their vacation hours to the same extent as in prior years. As a result, more employees will be taking more vacation time off in the coming years. This also indicates a need for improving upon the current selection process.

Lexipol Policy:

Please refer to Lexipol policy 1037 for additional information.

Procedure:

- 1) No time off can be requested for more than 12 months in advance (except as listed in #3 below).
- 2) The scheduling supervisor will identify certain times of the year during which time off authorization will be limited (not eliminated, just limited). Some of the dates may include Cruise Night, New Year’s Eve, 4th of July, and other special events.
- 3) Each year we will recognize our more senior employees by allowing a once yearly vacation selection based on seniority not rank. This selection will be for a single vacation request of between 1 and 3 weeks. Requests of more than three weeks will require administrative authorization. Requests of less than 1 week shall follow the normal procedure for time off requests. Seniority vacation requests shall take place between October 1st and October 15th for the following calendar year as administered by the scheduling sergeant. No more than two

employees will be authorized time off during that same time period as part of this selection process. If two employees select the same time period off, it shall be the responsibility of the employee with less seniority to select a different shift during shift selection to ensure that both employees are not on the same shift during their selected vacation period. Only one rotation through the seniority list will occur. Employees who chose not to sign up for a vacation time during this selection will not be guaranteed specific dates for time off, but will still be able to request time off later following the normal time off request process. In other words, nothing will change for those of you who choose not to take part in this except the following: Time off requests made at other times within the 12 month time frame can be granted, but are subject to be bumped by the seniority selection process. IE: Prior to October 1st selection process, the officer's request will be considered bumped.

- 4) This policy shall not affect employees that are assigned to the investigations division, as the Investigations Sergeant will administer their vacation requests. If an employee is assigned to the Investigations Division and is due to rotate out within the time period of an annual vacation request, that employee can participate in the annual vacation request.

This Standard Operating Procedure was approved and distributed for training by:



Joe Allen
Commander



Jerel Haley
Chief of Police

Attachments: None