
Leaves and Absences

808.1 PROCEDURES

The following procedures shall be followed for Vacation time off/CTO for sworn field services staff. An officer requesting time off must obtain approval from their direct Supervisor. Requests for leave may not exceed annual earned vacation/CTO without Division Chief approval.

808.2 VACATION REQUESTS FOR SUPERVISION OFFICERS

Due to the differences in statutorily driven timelines for investigations cases versus the short-term operational needs of supervision units, the processes for time off requests are necessarily different. Approval of vacation time off/CTO for supervision officers will be based on department staffing levels and the operational needs of the division and worksite.

In general, it is expected that a minimum of two officers per unit will be on duty in the office at any given time. However, in consultation with the site Division Chief, a Supervisor may increase or decrease that number based on workload. If two officers submit a request for the same time, that request will be granted by seniority.

Supervision supervisors may discretionarily create a unit-specific vacation request window or similar mechanism in order to manage coverage during high-demand periods. Due to the wide variety in supervision types, caseload size, hybrid units, and other considerations, supervisors have broad discretion in this area.

808.3 VACATION REQUESTS FOR INVESTIGATIONS OFFICERS

Vacation time off/CTO for investigations officers will be based on department staffing levels and will be authorized for a maximum ratio of 1 to 7. That is, for every seven staff members, only one staff member may be off at a given time. Ratio considerations are based on operational needs and specific workload assignments. Because operational needs vary between regions and units, site Division Chiefs may increase the number of staff authorized for vacation beyond the 1-to-7 ratio based on workload. Such decisions will be made on a service-wide basis after consulting with other Division Chiefs and Intake Scheduling Officers. Consideration will be given to the fact that a decision in one region may impact the workload of staff in other regions.

To request vacation, a staff member must first gain preliminary approval from their direct Supervisor and then may submit a formal request to the scheduling/vacation Supervisor in the office where they work. In addition, Juvenile and Adult Investigations vacation requests must also be submitted to the Intake Supervisors for final approval. Every two half-time officers assigned to a given office count as one officer for vacation purposes.

808.3.1 VACATION REQUEST PROCESS

Requests for Vacation/CTO leave for periods outside of the high-demand holiday periods (which are during Thanksgiving, Christmas, and New Year's Day) will be considered and approved based

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on submission dates. If two officers submit a request for the same time, that request will be granted by seniority.

808.3.2 VACATION REQUEST WINDOW

Requests for time off during the high-demand county holiday periods defined above must be made during a once-per-year Vacation Request Window (VRW), wherein vacation can be requested for the following vacation year. The purpose of the VRW is to create a process for consideration and approval of requests, while ensuring continued operations during the high-demand holiday periods.

The VRW is from October 20th through November 20th for the following vacation year. Requests made in VRW 2018 will be for the period from January 1, 2019 through January 31, 2020. Subsequent VRWs will be for the vacation year beginning February 1 of the following year and running through January 31 of the subsequent year.

During the annual VRW, each staff member will rank their requests for time off in order of personal importance, knowing their higher-priority requests are more likely to be granted than lower-priority requests. Each request must be a separate non-overlapping choice, and officers must request a minimum of one week off per request choice (four working days plus a holiday is considered one week).

808.3.3 SRPO LEAVE CONSIDERATION

Senior Probation Officers will not be granted leave during the same time period the unit Supervisor is on leave unless there is more than one Senior Probation Officer assigned to the unit. However, a Senior Probation Officer may have the same time off as their Supervisor upon approval of the Division Chief.

808.3.4 SENIORITY

All staff members requesting vacation time off during the VRW will be ranked according to seniority by their assigned vacation scheduling Supervisor. Seniority is defined as rank first (Senior Probation Officers rank higher than any Deputy Probation Officer). Seniority within rank is determined by time in classification. If two or more employees have the same time in class, the employee with the most time in the Probation Department will be senior. If the employees are still tied, the employee with the most time in the County of San Diego will have seniority.

808.3.5 PROTOCOL FOR GRANTING MULTIPLE REQUESTS

Once the staff members requesting vacation during the VRW have been ranked by seniority, the scheduling Supervisor will grant one choice at a time. That is, the first choice for each employee is granted when possible. When the first choice for a given employee is not possible, the second choice for that employee is granted if possible (and so on). When an employee has one choice granted, but still has additional choices, that employee's request form goes to the bottom of the list. When all employees requesting vacation have had one choice granted, the most senior employee requesting additional vacation is at the top of the list again. That employee is then considered for their second choice using the same process.

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808.3.6 SITE VACATION SUPERVISOR DUTIES

Each Division Chief will appoint a vacation/scheduling Supervisor who will compile and maintain a seniority list of all staff. This list will be updated annually prior to the Vacation Request Window. On or before October 20 of each calendar year, the vacation Supervisor will distribute to all staff a vacation preference request form for the following vacation year. Staff will need to return this form to the scheduling Supervisor on or before November 20 to have their request considered pursuant to their seniority. Staff members who fail to return their form within this period will have their requests considered after all initial request have been processed.

808.3.7 NOTIFICATION DEADLINE

The vacation Supervisor will approve/disapprove requests made within the Vacation Request Window by December 20. The vacation Supervisor will also maintain a master calendar of all approved vacation for both juvenile and adult investigation officers. That calendar will be sent to Intake and will be available for review by staff members. The vacation Supervisor will also identify those officers who were denied vacation due to high demand and compile a waiting list, if applicable.

808.3.8 CASELOAD RELIEF FOR INVESTIGATIONS OFFICERS

During the remainder of the year, employees may request additional time off. These requests will be processed on a "first come, first served" basis. Requests of one or more days within a week will be given caseload relief. Any request outside the VRW that includes caseload relief or protection (other than emergencies) must be made four weeks in advance of the vacation to qualify for relief. Any request made with less than four weeks' notice may be honored, but Intake will not reassign any work already assigned. Any updates to the calendar throughout the year (both new approvals and cancellations) will be posted on the calendar, and Intake will be notified.

808.3.9 INVESTIGATION CASE ASSIGNMENTS

As a guideline, officers will not be assigned over three credits. In addition, the workload will be adjusted when the work week is less than five days according to the table below. This is one way an officer receives "relief" as defined above. (Adult investigations is currently in a pilot program developing a new case assignment system.)

1 day off- 2.5 credits

2 days off- 2 credits

3 days off- 1 credits

4 days off- 0 credits

The above list accounts for a work week of eight hours per day, five days per week. Officers with a 9/80 or 4/10 schedule receive the same amount of credits based on a 40-hour work week.

808.3.10 TRAINING

For both juvenile and adult investigations, relief is granted for every eight hours of training. It is the responsibility of an officer and their supervisor to notify Intake when relief is needed.

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Note: In order to ensure relief or protection, notice to Intake must be at least four weeks prior to the scheduled training/time off.

808.4 DEFINITIONS

Relief - The reduction (or elimination) of investigative assignments for a given period of time. The number of leave days taken diminishes the range of work (credits) an officer may be assigned during a particular due-to-Supervisor week. The relief is calculated by the Intake Unit and applied to weeks in which the work is “due to Supervisor.”

Yardstick - The total amount of work (credits) assigned to be due to Supervisor during any five-day calendar week. Intake assigns workload by “Due-to-Supervisor” dates. It is the guideline for assigning work— that is, a system of measuring workload. The Investigation yardstick is three credits per week (assuming a five-day/40-hour work week). This credit range is intended to give an investigation officer approximately 40 hours of work per week.

Workload Protection - A period of time in which no work is due to the Supervisor (measured in days).