

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 20.05 PAGES: 1 of 2
	RELATED ORDERS:
	ISSUED DATE: May 1, 1993
	REVIEW DATE: October 20, 2015
	REVISION DATE: September 1, 2011
CHAPTER: Transportation	SUBJECT: Employee Leave

- I. **PURPOSE:** To establish procedures for taking vacation, sick leave, and personal leave.
- II. **POLICY:** Transportation personnel will be allowed leave consistent with terms of Memorandums of Understanding and Agency policy.
- III. **PROCEDURE:**
 - A. **VACATIONS:**
 1. The window period for annual scheduled vacation bid will be the entire month of February, each year. During that period, seniority as described in Memorandums of Understanding shall prevail only until 1700 hours the last working day of February. Beginning the first day of March, vacations and comp/time will be granted on a first come-first served basis.
 2. During the above window period, two deputies will be allowed off at the same time on day shift, and one deputy will be allowed off on swing shift, provided there is no other known event conflicting the same week (i.e., CPT). If such is the case, only one deputy on day shift and no deputy on swing shift will be allowed off that week.
 3. Vacation and/or comp time requests for weekly increments will receive priority over requests for less than a week.
 - B. **PERSONAL LEAVE:**
 1. When requesting personal leave, employees are asked to be mindful of work schedules and other absences, and to notify a supervisor ahead of time so other arrangements can be made to cover the workload.
 2. Personal leave may not be granted if critical needs of the Agency are affected and schedules or the workload cannot be adjusted to compensate.
 - C. **SICK LEAVE:**
 1. Personnel who are off on sick leave must notify the Transportation Sergeant or Lieutenant as soon as possible. If neither of the above are available, TR-41 or TR-42 will be notified directly, not by leaving a message. The member will follow up with a voicemail message on the Transportation Sergeant's office phone.

2. If the illness or injury continues beyond one work day, the above instructions must be followed.
3. If an injury occurs on duty that requires attention beyond immediate first aid, a Transportation supervisor must be notified immediately. Required reports have a mandatory timeframe for submission, so immediate notification of injury is critical.