

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 3.18	<b>PAGES:</b> 1 of 5
	<b>RELATED ORDERS:</b> G.O. <a href="#">3.11</a> R&R <a href="#">2.1.41</a> , <a href="#">2.2.41</a> MOU	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> December 23, 2015	
	<b>REVISION DATE:</b> December 23, 2015	
<b>CHAPTER:</b> Personnel	<b>SUBJECT:</b> Guidelines Regarding Time-Off	

I. **PURPOSE:** To establish guidelines for employees' scheduled and Discretionary Time-Off (*DTO*) to ensure requisite staff, effective workload ratios, and facility goals.

II. **POLICY:** It shall be the policy of the Facility Commanding Officer to grant employees' requests for time-off in accordance with operational requirements. All scheduled and discretionary time-off shall be posted and requires prior approval.

III. **DEFINITIONS:**

- A. **SCHEDULED TIME-OFF:** Scheduled time-off occurs in one (1) week increments or multiples thereof, beginning Sunday and ending Saturday. This requires scheduled relief personnel, when needed.
- B. **DISCRETIONARY TIME-OFF:** Discretionary time-off occurs in periods of one (1) or more days, (less than one (1) work week, for which no relief personnel are scheduled.

IV. **PROCEDURE:**

- A. All time-off must be authorized in accordance with facility policies as outlined below.
- B. In instances of emergencies and/or unusual circumstances, the on-duty supervisor must be notified in accordance with Agency policy to approve immediately needed time-off.
- C. **SCHEDULED TIME-OFF:**
  - 1. Prior approval and authorization are required before taking one (1) week or more off. Time cards must be approved by Administrative/Personnel Lieutenant and signed by a supervisor.
  - 2. Scheduled time-off must be posted.
    - a. Scheduled time-off of one (1) week increments may be taken from the following categories (including holidays):
      - 1) Vacation
      - 2) Compensatory Time
      - 3) In-Lieu Time

- 4) Floating Holiday
  - 5) Any combination of the above
- b. The employee's immediate supervisor must first review and approve the time-off.
  - c. Approved requests for time-off must be sent to the Administrative/Personnel Lieutenant by the Monday prior to the Sunday the time-off is to commence.
  - d. It shall be incumbent upon the Administrative/Personnel Lieutenant to:
    - 1) Prepare an authorized time-off schedule.
    - 2) Post the Vacation/Comp-Time Relief Schedule on or before the Thursday preceding the Sunday on which time-off is to commence.
  - e. Scheduled time-off must appear on the Vacation/Comp-Time Relief Schedule before personnel are authorized to take the time off.
    - 1) If an employee has requested time-off, they must check to see that their name appears on the Vacation/Comp-Time Relief Schedule posted in the Employee Information Center each Thursday prior to each Sunday's new schedule date.
    - 2) If an employee's name does not appear, the employee's immediate supervisor is to be contacted and the supervisor will contact the Administrative/Personnel Lieutenant for resolution.

**D. DISCRETIONARY TIME-OFF:**

1. Discretionary time-off may be taken from the following categories:
  - a. Vacation
  - b. Compensatory Time
  - c. In-Lieu Time
  - d. Floating Holiday
  - e. Emergency
  - f. Personal Leave-Vacation
  - g. Family Emergency-Sick leave (Emergency Leave)
  - h. Any combination of the above
2. The on-duty supervisor may approve discretionary time-off under the following conditions (overtime is not authorized, except in an emergency):
  - a. Staffing remains within minimum guidelines
  - b. Immediate supervisor has approved

E. WATCH EXCHANGES:

1. Employees of the same classification may request a watch exchange under the following provisions:
  - a. The entire exchange occurs within the same pay period.
  - b. Neither employee is scheduled to work a double-shift in a 24-hour period as a result of the watch exchange.
  - c. Both employees agree to the dates and hours to be worked before the request is submitted.
  - d. Both employees are assigned to the same duty station.
    - 1) The request will be made in duplicate on Watch Exchange Cards, PD-33. Both employees will sign the agreement section on both cards. Requests will then be submitted to both affected supervisors for approval.
    - 2) If either supervisor disapproves, the watch exchange is not authorized.
    - 3) Supervisors approving the request will sign both cards. Each supervisor will retain one card to submit with his/her personnel attendance report on the day his/her shift is affected.
2. If personnel fail to report for duty in accordance with the watch exchange agreement, the on-duty Watch Commander will investigate the cause of the absence and take appropriate action. The results of the investigation and action to be taken will be reported to the Facility Commanding Officer without delay.

F. PERSONAL LEAVE:

1. An employee shall be entitled to personal leave in accordance with the respective Memorandum of Understanding, and it shall be taken from accrued vacation.
2. Requests for personal leave may be denied by the Sheriff for reasons "critical" to the Agency. "Critical," may include, but shall not be limited to the following:
  - a. The absence would not allow the Sheriff to carry out mandated duties.
  - b. The absence would have a significant effect on the safety of other employees.
  - c. A significant decrease in the level of service to the public would occur.
  - d. The absence would require replacing the position at the premium rate of pay.

G. Sworn personnel, who are on paid vacation leave/compensatory time from their regular duty station, may only work overtime on a different scheduled shift from their regular assignment.

H. MILITARY LEAVE:

1. Personnel requests for military leave shall be submitted on a Military Leave Authorization Form located on the Sheriff's Office Intranet under Agency forms at least ten (10) days prior to the effective days of such military leave.
2. Written requests shall be accompanied by a copy of the military orders directed to the employee requesting leave.
  - a. Orders shall bear the signature or seal of an officer of commissioned rank authorized to execute such orders, detailing dates, location and other information pertinent to such military leave.
  - b. If the specific orders are not available, the employee is to send notice and have the orders accompany (or be hand-delivered) with the future notice, as may be appropriate.
3. Military leave requests for weekend drill assignments are not authorized pursuant to the Attorney General's opinion which deems same to be "inactive duty." Alternatives to be considered may include a watch exchange request or a transfer request to a position with compatible days off.
4. Vacation requests may not be made in conjunction with military leave nor within one (1) month prior to and one (1) month following military leave, in the absence of mitigating circumstances such as:
  - a. No disruption is evident to scheduled vacations of other personnel.
  - b. The combination of military leave and vacation leave offers a unique and special benefit not heretofore available to the employee.
  - c. Other information factors known to the Facility Commanding Officer.

I. TIME CARDS:

1. There are five (5) different time cards that are typically used:
  - a. Gray: Overtime at ETS
  - b. Blue: Overtime all other duty stations
  - c. Buff: Request for Leave
  - d. White: Watch Exchange
  - e. Blue/Green: Special Event

- J. COMPLETED TIME CARDS: Completed time cards will include the employee's last and first names. Cards will also contain the employee's identification number, applicable dates and times, department and program numbers, appropriate leave codes, employee's signature, and approval signatures.