

7-24-01  
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**MEMORANDUM OF AGREEMENT**

**MULTNOMAH COUNTY DISTRICT ATTORNEY'S OFFICE  
VACATION LEAVE**

Vacation requests for the Local 88 employees of the Multnomah County District Attorney's Office will be handled pursuant to and in compliance with Article I, Section 4 of the Local 88 Agreement. Article 8, Section 4 states that vacations shall be determined and scheduled consistent with the needs of the office and its requirement for adequate vacation relief. Vacation requests that result in scheduling conflicts that cannot be mutually resolved between Local 88 employees shall be determined on the basis of seniority; however, each employee will be permitted to exercise the right of seniority only one time per year, and when the dates requested are dates that the senior employee had off in the previous calendar year, seniority rights will not apply.

**Vacation Leave – general**

Local 88 employees of the District Attorney's Office will submit their vacation requests to their exempt manager or designee in writing on a "Request for Leave Form" or by sending an E-mail request. Advanced notice is encouraged in order to assist in the planning of appropriate vacation relief. Out-of-town vacation plans should be noted on the Request for Leave Form, but must be authorized prior to the employee incurring expenses. Every effort will be made to respond to requests in a timely manner and to accommodate vacation plans within the office's staffing level requirements.

**Vacation Leave During Peak Request Seasons (Holidays and Summer)**

Holiday and summer vacation requests are normally solicited from Local 88 employees one to two months in advance of the season by memo from the exempt manager or designee. In an effort to give all employees the opportunity to have time off during the holidays and/or summer, consideration will be given to those employees who have not taken any time off during the previous year's holiday season and/or summer time.