

Department of County Human Services

CBVA
3-11-05

Vacation Policy

As a general policy employees are encouraged to communicate with other members of their team or work unit so that mutually agreed upon vacation times can be granted.

When mutual agreement cannot be reached among employees requesting the same day or days of vacation leave, and the team or work unit must limit the number of employees off to ensure available and reliable services to the community, the following vacation policy will be used to address final determinations of time off.

In all instances, staff in the Department of County Human Services shall submit vacation requests to their immediate supervisor either in writing using the appropriate form or via e-mail. Five working days advance notice is required in order to provide supervisors and managers time to consider business needs and reply. Additional advanced notice is encouraged to ensure vacation relief is available.

Supervisors should respond to employee vacation requests within two weeks of receiving the request. If a supervisor has a request for which they need more time to consider its impact on operations, the supervisor will let the employee know the reason for the delay and an approximate date by which they will be able to respond.

The Department believes that staff should be able to use vacation leave at their discretion, assuming that customer service interests are met. Employees shall have the right to determine vacation times, but in any case, for up to two vacation requests per year an employee may exercise seniority for preference for time off. Each employee will be permitted to exercise his or her right of seniority twice in each calendar year during the life of this agreement.

An employee will not be permitted to exercise their seniority where another employee has received approval if that attempt to exercise seniority is less than 60 days from the first day of the vacation request date.

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