

COMMUNICATIONS DIVISION LONG TERM VACATION

8000.1 PURPOSE

This procedure establishes criteria for the scheduling of Long Term Vacation for the Communications Division.

8000.2 LONG TERM VACATION

1. Long Term Vacation (LTV) for the Communication's Division is available for scheduling long-term projected vacation time off. "Vacation" as used here in, refers to all employees permanently assigned to the Communications Division who have accrued time off, including holiday time. Only accrued compensatory time available at the time an employee signs up will be considered for LTV.
2. The LTV sign-ups shall commence as directed by the Communications Manager who shall establish and publish the applicable deadlines.
3. LTV shall begin on the first day of the shift change in the new calendar year and conclude on the day preceding shift change starting the following calendar year.
4. At the discretion of the Communications Manager, certain holidays will not be available for LTV to ensure minimum staffing levels are met.
 - (a) If one of the holidays marked as unavailable falls within an employee's LTV week(s), management shall make every effort to find a replacement employee so the holiday can be granted.
 - (b) If several employees have LTV during the same unavailable holiday, any time off granted, shall be authorized based on Communication's seniority dates.
 - (c) An unavailable day shall not be approved, and shall not be entered into the Department's computerized scheduling system until a replacement employee has been scheduled. The holiday chit shall be submitted separately from any other time off LTV chits.
 - (d) A holiday shall be considered the actual day of the holiday, and not the day on which the City recognizes the holiday. (Example: If December 24 falls on Saturday, Saturday will be considered the holiday, even if the City recognizes it on Friday, December 23).
5. Participation in LTV is voluntary. Personnel who elect not to participate may submit time-off requests during the monthly scheduling in accordance with the Short Term Monthly Time Off Procedure. All employees permanently assigned to the Communications Division may participate in LTV.
6. All requests for LTV will be considered based on the following seniority guidelines:
 - (a) Seniority for Police Communications Supervisors shall be based on the date of promotion to PCS.
 - (b) Seniority for Lead shall be based on the date of their appointment as Lead.

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- (c) Seniority for Dispatchers shall be based on seniority as a dispatcher.
 - (d) Police Services Dispatchers, while on probation, will not be allowed to sign up for LTV, but may request time off during short-term monthly sign-ups.
7. Personnel who transfer to Communications or the Telephone Reporting Unit after the LTV sign-up period has concluded may participate, but are ineligible to request time off previously allocated, regardless of seniority.
- (a) Personnel must submit their LTV requests to the Communication's Manager no later than 14 days after the effective date of the transfer.
 - (b) All requests received after the 14 days may be denied.
 - (c) Requests will be considered in order of the effective date of transfer, with the earliest transfer date being considered first. If more than one employee is transferred on the same date, their requests will be considered in order of their seniority to each other.
8. Employees may not reschedule their LTV once it has been selected. Likewise, employees may not trade a scheduled APV with another employee.
9. Employees may cancel their scheduled LTV. Any canceled APV shall be made available for short-term monthly time off.

8000.3 VACATION BLOCKS

1. Employees may take a maximum of four (4) weeks of LTV. It can be taken all at once, or split into two distinct vacations. A single day will count the same as an entire week. For example, one week (or one day) may be taken in February and three weeks in August.
2. Vacations blocks are defined as follows:
- (a) A "one-week" block is defined as up to three (3) (four (4) if a Wednesday flex day is included) consecutive 12.5-hour workdays off.
 - (b) A "two-week" block is defined as up to six (6) (seven (7) if a Wednesday flex day is included) 12.5-hour workdays off.
 - (c) A three-week" block is defined as up to nine (9) (eleven (11) if two Wednesday flex days are included) 12.5-hour workdays off.
 - (d) A "four-week" block is defined as up to twelve (12) (fourteen (14) if two Wednesday flex days are included) 12.5-hour workdays off.

8000.4 LIMITATIONS

1. Employees must have available time accrued at the time they submit a request to take time off, and may not take LTV time off as unpaid leave.
2. If an employee does not have sufficient time off available, the time slot(s) shall be forfeited and made available for short-term monthly time off.

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3. There will be a maximum of one (1) sign up slot for PCS's, and two (2) sign up slots for LPSD's and PSD for which LTV time may be scheduled.
4. Only one dispatcher (PCS, LPSD or PSD) may sign up per shift. If a dispatcher working an overlap shift (1000-2230 or 1400-0230) signs up, then there will be no other slot available for sign-up. Likewise, if a dispatcher has already signed up who works either day shift or graveyard, no LPSD or PSD working an overlap shift will be allowed to sign up for the same week(s).
5. Independent of Communications LTV signups, Communications Services Officers working in Communications, will have one slot to schedule LTV time.

8000.5 LTV SIGN UP PROCEDURE

1. At the direction of the Communications Manager, or his/her designee, each employee will be notified of his/her turn during the sign-up process. Upon notification, a maximum of two calendar (2) days will be provided to select LTV time. Should an employee fail to make a selection during his/her two-day period, he/she shall be passed. At any time after the two-day period the employee may sign-up for LTV, however, he/she will not be allowed to bump another, and may only sign up for what is available at that time.
2. If an employee knows he/she might be unavailable during the LTV sign-up period, he/she should leave an alternate means of communication, and/or "wish list" of choices, with his/her immediate supervisor to prevent the possibility of being passed during LTV sign-ups.
3. Sign-ups will be conducted by seniority groupings for Communications in the following order:
 - (a) **Group 1:** Police Communications Supervisors, by seniority as a supervisor
 - (b) **Group 2:** Lead Police Services Dispatchers, seniority by date of appointment
 - (c) **Group 3:** Police Services Dispatchers, by seniority as a dispatcher
4. Sign-ups will be conducted separately by seniority for the Telephone Reporting Unit (TRU) staff based on their effective date in TRU.
5. Sign-ups will continue until all employees have had an opportunity to select an LTV.