
COMMUNICATIONS DIVISION SHORT TERM (MONTHLY) TIME OFF

8001.1 PURPOSE

This procedure establishes criteria for the scheduling of short term (monthly) time off.

8001.2 TIME OFF REQUEST PROCEDURE

8001.2.1 COMMUNICATIONS MANAGER'S RESPONSIBILITIES

Requests for short-term monthly time off shall be handled through a monthly time-off request process managed by each shift's PCS and overseen by the Communications Manager.

8001.2.2 COMMUNICATIONS SUPERVISOR'S RESPONSIBILITIES

1. The requesting employee's immediate supervisor is responsible for entering the time off into the Department's computerized scheduling system and ensuring all necessary paperwork has been completed and submitted to the Manager before the first day of the affected month.
2. Each supervisor shall establish, and publish to shift personnel, a deadline by which requests are due for consideration. The deadline shall enable the supervisor enough time to complete the monthly schedule by the fifth (5th) of the preceding month.
 1. Employees shall submit requests for short-term monthly time off as directed by his/her Supervisor, by the specified deadline. If the deadline passes, the request may be denied.
 2. Consideration for short-term monthly time off will be subject to minimum staffing needs.
 3. Time-off is based on rank and then seniority. The member(s) with the highest rank and/or seniority, will be scheduled their first choice. After the person with the highest rank and/or seniority is granted their most highly requested day off, the next highest rank and/or seniority will be considered until all requests are scheduled. If a member's first choice is not available for scheduling, then their second choice and any subsequent choices, if listed on the request, will be considered in the order they are listed. Efforts will be made to afford each member additional days off per month, if possible. Members must specify on the request to their supervisor if they wish alternate days to be considered in place of their first choice.
 4. Only one day per member, excluding long-term vacation, will be initially considered. Exceptions may be considered for several consecutive days off during a member's first choice selection on an individual basis for out of the ordinary circumstances or events.
 5. If any member has Long Term Vacation, FSPA, or sick time prescheduled during the month, the time will be deemed as an additional day(s) off for the month.

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6. Time off requiring backfill must be filled before the time off will be approved; the use of officers for backfill will not be permitted.
7. Once all the requests for additional days off are scheduled, any days not requiring backfill may be granted (using the rank and seniority rule), provided unit activity does not preclude it.
3. During monthly scheduling, compensatory time-off requests shall be handled like any other time-off request. This policy was adopted pursuant to the meet and confer process with the Police Officers Association.
4. At the discretion of the Communication's Supervisor, time-off requests may be granted on a "conditional" basis. Conditional time-off requests shall only be approved and re-entered into the Department's scheduling system when a replacement employee has been identified to backfill the vacancy (if needed).