



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



GO 251.04 TIME OFF MANAGEMENT

03-07-16

PURPOSE

The purpose of this order is to establish procedures for requesting time off.

POLICY

It shall be the policy of the Sacramento Police Department to distribute/grant time off requests evenly throughout the year.

PROCEDURE

A. GENERAL

1. Vacation sign-ups shall be completed annually and in 40-hour increments per applicable labor agreements.
2. Employees with accrued vacation hours may request to use them in available slots following the sign-ups of all members in the employee's UNIT/DIVISION with approval of the Watch Commander.
3. Vacation exchanges between employees shall be conducted as specified in applicable labor agreements.

B. ESTABLISHMENT AND MAINTENANCE OF ROSTERS

1. Sergeants and Communications supervisors shall generate departmental rosters in accordance with applicable labor agreements.
2. Patrol administrative staff shall update the master and daily patrol rosters for each area command upon the conclusion of patrol sign-ups.

NOTE: Patrol administrative staff shall maintain their respective daily rosters for sixty days in advance. All other units shall maintain a file of daily rosters.

3. Unit supervisors shall review and ensure the daily roster is correct, and adequate staffing is present.
4. Unit supervisors shall make any necessary changes (e.g., assignment, sick calls, time off requests, etc.) prior to the beginning of the shift.
5. Specialty unit (GET, CSU, K9, etc.) supervisors shall maintain one (1) roster to cover all shifts. If there are more than 18 officers assigned to the unit, separated shift rosters shall be used.
6. Unit supervisors shall be responsible for the accuracy of their rosters.

C. TIME OFF REQUESTS

1. Employees requesting time off shall submit an email request to their chain of command.
2. Supervisors handling time off requests shall:
 - a. be mindful of the special and continual needs of the Department (e.g., staffing requirements, holidays, annual special events, etc).
 - b. approve or deny the request.
 - c. when time off is approved, enter the information into Versadex.
3. If a request is denied, the supervisor shall email the requestor indicating why the request was not approved.
4. Supervisors shall limit the number of employees who may take time off on the same dates. If two or more employees request the same day(s) off, priority shall be given to the employee who made the first email request.
5. Patrol time off requests shall be based on citywide staffing levels and/or Watch Commander approval. Time off requests for other units shall be based on the staffing needs of the unit.
6. Time off requests shall be submitted no earlier than sixty (60) days prior to the date(s) requested.
7. Time off requests for City Holidays shall not be required for administrative personnel.

NOTE: This does not include Communications Center personnel.



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



8. Time off requests from patrol personnel that are submitted less than forty-eight (48) hours prior to the requested date(s) off shall be approved by the Watch Commander.
9. The Watch Commander or Division Commander can close the roster without notice (e.g., special events, holidays, protests, etc.).

D. TIME OFF LOTTERY

1. A time off lottery may be held at the discretion of the area captains for special events or holidays if the number of time off requests exceed the number available days off.
 - a. Watch commanders and area captains shall jointly determine the required staffing levels for dates designated as lottery days.