

MARIN COUNTY SHERIFF'S DEPARTMENT
CIVIL/DOCUMENTARY SERVICES POLICY AND PROCEDURE MANUAL

CHAPTER TWO - ADMINISTRATION
CIV - 02 - 09
PAGE 1 OF 1

DATE
7-13-98

VACATION, REQUESTS AND SCHEDULING

POLICY

Division members will be granted vacation time off according to the following procedure.

PROCEDURE

The annual vacation schedule will be distributed in January of each year and will cover March through February. Names are listed by appropriate sections by seniority in the department, and will be passed to each section in this order by the section supervisor.

Only one person in each section may be on vacation at a given time (exceptions may be granted where two people are in the same section but do not do the same job). Warrants swing shift and records swing shift may not be on vacation at the same time. Involved employees will be advised of prior selections. Only one selection may be made at this time (may be a single day or connected series of days).

After the annual schedule is completed, additional requests for time off should be made by submitting a memo to the section Legal Process Supervisor for review by the Supervisor and the Legal Process Manager. As indicated above, only one person in each section may be off at a given time (except where two people do not do the same job), and warrants swing shift and records swing shift may not be off at the same time. Time off will be granted as possible, according to division needs.

RELATED STANDARDS

None

AFFECTED DIVISIONS

None

DATE OF REVISIONS;

None

By order of:

Tom McMains
Captain