

**SAN BERNARDINO COUNTY  
PROBATION DEPARTMENT PROCEDURE**

**LEAVE TIME REQUEST DETENTION CORRECTIONS BUREAU (DCB)**

**Purpose:**

To establish a standardized method of approving/denying leave time, that is equitable for officers and provides adequate facility coverage, for full time Probation Correction Officers (PCOs), assigned to Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs).

**Definitions:**

Bump: A move or replacement by a scheduled employee by another employee.

EMACS: Employee Management and Compensation System (EMACS) automated system for requesting and recording time, leave, and attendance.

Emergency Leave: Consists of requests for use of family sick leave, vacation, holiday, or other leave time (i.e. bereavement), that was not necessarily planned or foreseen by the employee, but for which leave time in the immediate future is necessary and may be considered "an emergency." Emergency Leave will not normally consist of sick leave use, but may involve family sick leave for unforeseen circumstances. The on duty Watch Commander (WC) shall immediately consider such requests, and approval of such leave time shall be predicated on:

- The fact the event was unforeseen and the employee could not have requested the leave time via the normal process.
- The circumstances surrounding the leave request necessitate the employee involvement.
- Is it reasonable to expect that the employee would take leave time to address the issue.

Requests may require supporting documents.

Leave Balance: Personal time such as vacation, holiday, and compensatory time an employee has previously accrued and has available for immediate use. This does not include Sick Leave.

Leave Committee: A group designated annually by the Directors of each JDAC, who are responsible for executing the Leave Time process.

Officer Monthly Leave Time Calendar: A document maintained by each facility displaying approved vacation leave assigned through this process and availability.

Red Book(s): Book(s) maintained by each facility where employee's time off is documented (Sick leave, Special Circumstances, Work Variances, etc.).

Seniority: Date of rank or classification, followed by time with the Probation Department, followed by county time tenure shall determine seniority for leave preference. Former Probation Night Custody Officers' time in position will be considered as time in the PCO rank. Any further ties will be decided each year, prior to the distribution of the Officer Annual Leave Time Schedule, by a fair administrative process, with a SEBA representative present.

Special Circumstance Leave: Consists of a request for leave time due to unforeseen circumstances, which may only be approved by the Division Director I/II (DDI/II) of the facility.

This leave may require supporting documentation and is not to be utilized with the intent to extend approved leave time. Time off is not guaranteed and each request will be decided on a case by case basis.

Weekday: Monday through Friday

Weekend: Saturday through Sunday

Work Week: Saturday through Friday

Work Variance: An exchange of shifts for officers within the same pay week.

**Responsibilities:**

- I. Probation Correction Officer (PCO):
  - A. Must have sufficient leave balance available for immediate use at the time of submitting a request for leave.
  - B. Confirm they have accrued the leave balance for the dates requested.
  - C. Leave time at the maximum allowable unused balance does not guarantee leave time approval.
  - D. Ensure they are available at their designated time to select their leave time (See Guidelines: Annual Vacation Leave Selection Process). If the PCO does not report for their appointment and does not make alternate arrangements with the Leave Time Committee, they forfeit their opportunity during that selection round.
  - E. Make sure all contact phone numbers, emails, etc. are current with Staffing.
  - F. When requesting leave time during the Annual Leave Selection Rounds, the employee must provide a current EMACS printout, showing their leave balances, at the time of their appointment.
    1. Leave time that has been scheduled for future dates will be deducted from the total leave time balance. The employee may only request leave time based on the remaining balance.
  - G. When it is announced that staff are allowed to submit for additional leave time, the employee shall:
    1. Submit an absence request via EMACS
    2. Submit a printed EMACS absence request (showing their leave balance)
    3. Timestamp the EMACS printout
    4. Place the printout in the PCO leave time box
  - H. Regularly check the Officer Monthly Leave Time Calendar for any cancelations or available days.
  - I. Requests for Special Circumstance Leave must be completed in writing and submitted to your immediate supervisor.
  - J. Requests for emergency leave shall be made to the on-duty WC.
  - K. Provide seventy-two (72) hour notice of cancellation of approved leave time or request for new leave time. Failure to adhere to the minimum seventy-two hour notice will result in a denial.
- II. Probation Correction Supervisor I (PCS I):
  - A. Shall review Special Circumstance Leave requests and forward them to the PCSII.
- III. Probation Correction Supervisor II (PCSII):
  - A. Shall review Special Circumstance Leave requests and forward them to the DDI/II for final approval.

IV. Superintendent or Division Director I/II (DDI/II):

- A. DDI/II shall approve Special Circumstance Leave, when the approved numbers of leave spots are full.
- B. Will designate the Leave Time Committee members on an annual basis (to be effective each August 1<sup>st</sup>).

**Leave Committee Responsibilities:**

I. Office Assistant IV or Designee:

- A. Collect all leave requests from the PCO leave time box weekly.
- B. Confirm all documentation is provided.
- C. Confirm leave time is available and update the Leave Time Tracking Hours Spread Sheet (Attachment A).
- D. Complete the Officer Monthly Leave Time Calendar and Officer Annual Leave Time Schedule (Attachment B and C) and upload to the shared drive.
- E. Email the PCO and their direct supervisor that the time has been reserved.
- F. If leave dates are not available, or sufficient accrual balance is not available, email the PCO and their direct supervisor regarding the outcome.
- G. Update changes to the calendars on a regular basis.
- H. Send most current calendars to all PCSI/II's and JDAC-Staffing.
- I. Post the Officer Annual Leave Time Schedule without officer names to be viewed.

II. Probation Corrections Supervisor I/II:

- A. Designated Supervisor(s) on the Leave Committee will verify that time is available by viewing Leave Time Tracking Hours Spread Sheet (Attachment A) and Officer Monthly Leave Time Calendar (Attachment B).
- B. These items will be in a shared folder that all Committee members can access.
- C. Document any individual requests for additional days off on the Officer Monthly Leave Time Calendar (Attachment B).
- D. Approval/denial shall be granted based on the availability on the Officer Monthly Leave Time Calendar (Attachment B).
  - 1. If there is no vacancy, then the request shall be denied.
- E. Will approve/deny the staff's time in EMACS.

**Guidelines:**

- A. Leave time shall be available for use on the first day following the pay period in which it is accrued (providing the employee has completed 1,600 hours of continuous service from the employee's benefit date); however, approval of use shall be scheduled in accordance with the provisions of this procedure and in consideration of department needs.
- B. Sufficient leave balance must be available in EMACS. If an insufficient leave balance exists at the beginning of the pay period in which the leave time is scheduled, the entire approved leave, or any portion thereof, may be rescinded at the discretion of a supervisor.
- C. Staff will receive a written response within two (2) weeks of submission of their leave request.
- D. Requests for Special Circumstance Leave must be completed in writing and submitted to your immediate supervisor as far in advance as possible, but no less than two (2) weeks prior to the event. All requests will be reviewed and responded to within one (1) week upon weeks of such requests. Special Circumstance Leave requires the final approval of a DD I/II. Emergency Leave requests for time off will continue to be handled by the on duty WC at each respective facility.
- E. Staff who anticipate or plan sick leave due to medical concerns shall submit an Absence Request via EMACS. Staff shall state a general reason for the leave (i.e. dentist

- appointment), and are not required to provide detailed information concerning the illness or specific reason for the appointment.
- F. When an officer with a scheduled leave is transferred to or from another JDAC, TF, or Bureau, every attempt shall be made to honor the approved scheduled leave. However, the newly assigned officer does not have the right to "bump" any of the currently assigned officers from their previously scheduled leave.
  - G. No employee shall lose accrued leave time due to a maximum allowable unused leave time balance, because of work urgency. In the event of such a situation the affected employee shall notify their immediate supervisor. The supervisor shall notify their facilities administration, who will notify the office of the Chief Probation Officer (CPO), or designee, who shall notify the County Auditor/Controller of the situation and approve one (1) waiver per calendar year of the maximum allowable unused balance for a period not to exceed thirteen (13) pay periods per calendar year.
  - H. In the event an employee submits a leave time request and it is approved in accordance with this procedure, and subsequently rescinded by the department due to work urgency, the rescission may be appealed to the office of the CPO, via the Professional Standards Unit, by submitting a written memo detailing the rescission.
  - I. In instances where a financial hardship would occur because approval of leave time resulted in a financial encumbrance by the employee, pre-approved leave shall only be cancelled by the department under the most extreme work emergency.
  - J. This procedure is applicable to any employee in the PCO and PCS I/II classifications who are assigned to a DCB JDAC or TF, and who are expected to work a twenty-four (24) hour a day, seven (7) day a week schedule consisting of holidays.
  - K. Facility staffing completed pursuant to this procedure shall consider scheduling needs per classification/rank, to wit: PCOs shall be scheduled separately from supervisory level staff.
  - L. The WC shall ensure the accuracy of the staffing sheet in comparison to the Officer Monthly Vacation Calendar and Red Book.

Annual Vacation Leave Selection Process:

- A. The Officer Annual Leave Time Schedule (Attachment C) shall become available every September for the following year.
- B. An email will be sent to PCOs thirty (30) days in advance to inform them of the exact date the scheduling process will start.
- C. PCOs shall be permitted to schedule a period of leave not to exceed their current leave balance available in EMACS.
- D. The Officer Annual Leave Time Schedule (Attachment C) selections will occur in two (2) rounds by appointment with the designated Leave Committee member. Each appointment will be made in order of seniority via Outlook calendar. If a staff cannot make their appointment time, the Leave Time Committee OA will provide the staff a provision to submit vacation request options. During these rounds, all leave time must begin on a Saturday and end on a Friday. No cancellations of scheduled leave time will be allowed during the active selection rounds.
  - 1. A forty-eight (48) hour window of time, from their appointment, will be provided to the officer to schedule their leave dates during each round of selections.
    - a. It is the responsibility of the employee to make contact during this forty-eight (48) hour window of time to make their selections.
    - b. If that window is missed, then the officer will make their selections after all other PCOs have made their selections by seniority, but before the next round of selections start.
    - c. Officers will receive written confirmation of their selection within the MOU guidelines. Placement on the Officer Annual Leave Time Schedule (Attachment C) is not

LEAVE TIME REQUEST DETENTION CORRECTIONS BUREAU (DCB)

- considered confirmation and officers should await supervisory approval before submitting their absence request in EMACS.
2. Round 1:
    - a. Officers will have an opportunity to schedule a minimum of one week to a maximum of four consecutive weeks of leave.
    - b. The Leave Committee designee will update the Officer Annual Leave Time Schedule (Attachment C) daily so PCOs can have viewing access of the remaining dates available.
    - c. Once the initial round is completed, the Officer Annual Vacation Schedule (Attachment C) shall be posted in its designated area.
  3. Round 2:
    - a. Officers will be given the opportunity to select three days up to four consecutive weeks
    - b. The Leave Committee designee will update the Officer Annual Leave Time Schedule (Attachment C) daily so PCOs can have viewing access of the remaining dates available.
    - c. Once the second round is completed, the Officer Annual Vacation Schedule (Attachment C) shall be updated and posted in its designated area, accessible for staff view.
  4. By November 1<sup>st</sup>, the Leave Time Committee will announce via email that officers may submit requests for available individual days off in the following calendar year, on a first come first serve basis. Leave time for individual days for the following calendar year may be submitted anytime thereafter (No leave requests dated prior to November 1<sup>st</sup> will be considered during the open year requests).
    - a. Open spots will be filled on a first submitted and first approved basis.
    - b. All leave requests will receive a written response within two (2) weeks of submission.
  5. In order to be processed, additional leave time requests will be processed by:
    - a. The PCO must submit an absence request via EMACS
    - b. Submit a printed EMACS absence request (showing their leave balance)
    - c. Timestamp the EMACS printout
    - d. Place the printout in PCO leave time box
  6. Staff may request to cancel all or part of the submitted leave time requests in writing with at least seventy-two (72) hours of notice. Administration is under no obligation to honor the request and decisions will be made based on the needs of the facility.
- E. The following formula shall be used to determine the minimum number of available vacation positions per day regardless of shift assignment: The number of officers multiplied by four (4) and divided by fifty-two (52) weeks.

**Inspections:**

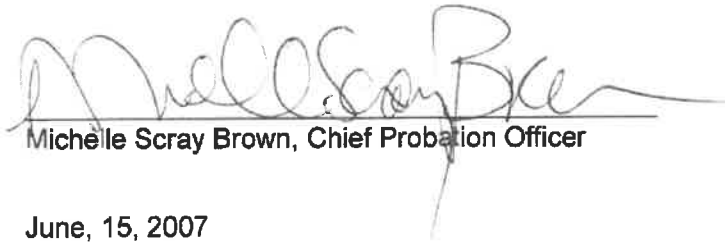
Refer to the Policy and Procedure Inspection Matrix.

**Foundation:**

SB 579 – Kin Care

MOU – Specialized Peace Officer Unit; Specialized Peace Officer – Supervisory Unit

Issued by:



Michelle Scray Brown, Chief Probation Officer

7-27-18  
Date

Original Issue Date: June, 15, 2007

Revised: December 18, 2007

Revised: August 1, 2016

Revised: July 27, 2018

**Attachments:**

A – Leave Time tracking Hours

B – Officer Monthly Leave Time Calendar

C – Officer Annual Leave Time Schedule



# DECEMBER 2018

# PCO

CALENDAR MONTH DECEMBER  
 CALENDAR YEAR 2018  
 1ST DAY OF WEEK SATURDAY

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Notes







# DECEMBER 2018

# PCO

CALENDAR MONTH DECEMBER  
 CALENDAR YEAR 2018  
 1ST DAY OF WEEK SATURDAY

Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
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Notes

