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Department of Community Services

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Department Policies

Administration 1.2 – Vacation Policy

Revision Date: TBD

Revision Date: July 1, 2007

Revision Date: July 1, 2005

Effective Date: February 1, 2003

Purpose

Establish clear expectations and guidelines for granting employee vacation while ensuring the delivery of an adequate and responsible level of service to the public and our customers.

Vacation Approval

1. Supervisors have the authority to approve vacation requests consistent with the needs of the program to deliver a responsible level of uninterrupted service to the public and customers.
2. Employees shall submit all requests for vacation, in writing, to their supervisor, for approval.
3. Management will be as flexible as practical when accommodating vacation requests.
4. Supervisors should respond to employee vacation requests within two weeks of receiving the request, but preferably sooner. If a supervisor has a request for which they need more time to consider its impact on operations, the supervisor will let the employee know the reason for the delay and an approximate date by which they will be able to respond.

Sign-up Methods

Specific program area level vacation policies are provided below and will, in general, be consistent with the following two approaches to vacation sign-up.

“First Come, First Served” Vacation Sign-up

Program Area Leaders may use a “first come, first served” process, when determined appropriate. For this process, employees may submit a vacation request to their supervisor at any time, subject to availability and supervisor approval.

Periodic Vacation Sign-up

Program Area Leaders may use a periodic vacation sign-up process to determine vacations within the program area, when determined appropriate. The program area policy shall define the frequency of the periodic vacation sign-up. For this process, employees may exercise seniority once for one vacation period.

Minimum Required Staffing Levels

1. Management shall determine minimum staffing levels and coverage requirements for purposes of vacation approval.
2. Program Areas, sections, programs or offices that provide direct customer service shall be staffed at minimums.
3. Supervisors will identify “critical times of operations” and establish appropriate staffing minimums. Management may use temporary employees, temporary schedule changes and overtime to provide adequate coverage.

Resolving Competing Requests for Vacation Time

It is management's intent that competing requests for vacation time are resolved in the spirit of mutual interest and cooperation. .

Program Area Vacation Policies:

Director's Office

1. First come, first served sign-up process.

Animal Services Division

1. Seniority based annual sign-up for calendar year during November.
2. Minimum staffing levels established-all sections: one employee off at a time per section.
3. After Annual Sign-up period, vacation is a "first come, first served" process.

Elections Division

1. First come, first served sign-up process except as outlined in #2 and #3 below.
2. Minimum staffing levels during critical times of year due to Election cycle.
3. Minimum staffing level - two staff at front counter.

Land Use Planning Division

1. First come, first served sign-up process except for the popular vacation days' sign-up process described in #2 below. Advanced vacation scheduling may not be made more than a year in advance.
2. Management invites an advance vacation sign-up opportunity in early March to schedule staff to ensure meeting the minimum staffing levels on popular vacation days throughout the following 12 month period. Popular vacation days are defined as the workday before or after a holiday listed in the Local 88 Union contract. (For example, the Friday before and the Tuesday after a Monday holiday.)
3. Minimum staffing levels established—one clerk, two planners

Transportation Division

1. First come, first served sign-up process.
2. Minimum staffing levels in Survey – one staff person.
3. Some sections have minimum staffing levels based on season/projects.