## **MULTNOMAH COUNTY, HEALTH DEPARTMENT**

## **Vacation Policy**

The Health Department's policy for vacation sign-up is as follows:

Each work team, including the manager and/or supervisor, creates a sign-up plan for their work site that provides fairness for those team members and meets the operational needs of the service team.

It is expected that the manager/supervisor will respond in a timely manner when adequate notice of the requested time-off has been given.

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Contact Person: Kathleen Fuller-Poe

**Human Resources**