

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF

BULLETIN #: D-215

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CHIEF PROBATION OFFICER

REPLACES: 2/23/2016

ISSUE DATE: 1/28/2019

SUBJECT: TIME OFF REQUESTS

POLICY

Detention Administrators are responsible for ensuring staffing levels which maintain the safety and security of the institution in a fiscally responsible manner.

PROCEDURES

A. Scheduled Time Off

1. An employee requesting scheduled time off is required to submit a time off slip to his/her immediate supervisor.
2. Prior to approving advanced time off requests, the Juvenile Detention Unit Supervisor (JDUS) or Probation Unit Supervisor (PUS) shall first determine that:
 - a. The work unit will maintain minimum coverage levels during the employee's scheduled absence
 - b. The employee has a leave balance at least equal to the requested time off
 - c. The leave request is filled in completely
 - d. The request was submitted in accordance with the following requirements for advanced notice.
3. Requests for scheduled time off with supervisor approval must be submitted to the Juvenile Detention Facility Supervisor (JDFS) responsible for scheduling by the 10th of the month preceding the actual date of the requested time off.

Example: An employee requesting scheduled time off during the month of May must allow sufficient time for that request to be approved by his/her supervisor and submitted to the scheduler by the 10th of April.

B. Unscheduled Time Off

1. Staff who have been denied scheduled time off or are requesting time off after the 10th of the month shall be allowed to “swap” shifts with another employee of the same classification providing that the swap does not result in overtime.
2. Shift swaps must be approved by the appropriate JDFS and authorized by an Assistant Deputy Chief Probation Officer (ADCPO) (Attachment A).
3. Staff calling in for unscheduled time off must speak with the Duty Officer.
4. Barring an emergency, such calls shall be received by the Duty Officer no less than four hours before the start of the scheduled shift.

C. Verification of Illness

1. Management may require a doctor’s verification of illness when an employee:
 - a. Uses sick leave or other leave in lieu of sick leave for more than three consecutive workdays.
 - b. Uses unscheduled leave on a weekend or county holiday or linked to regular time off.
 - c. Displays a pattern of unscheduled time off that suggests abuse.
2. The Department may initiate disciplinary action if an employee fails to submit a doctor’s verification of illness when directed to do so.

**JUVENILE DETENTION
SHIFT SWAP AGREEMENT**

Requirements:

1. Shall be between staff in the same job classification.
2. Shall take place during the same pay week (Monday through Sunday).
3. Shall not result in overtime.

I, _____, agree to work for _____ on:
(Print Employee Name/Classification) (Print Employee Name/Classification)

Date: _____ **Unit:** _____ **Shift:** _____

Employee _____ will work my assigned shift on:

Date: _____ **Unit:** _____ **Shift:** _____

Employee Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____

Reviewed by: _____ **Approved by:** _____
(JDFS) (ADCPO)

ADCPO SHALL ROUTE ALL APPROVED AGREEMENTS TO PAYROLL

Original: ADCPO
Canary: Duty Officer Swap Log
Pink: Payroll