Vacations

1015.1 PURPOSE AND SCOPE
It shall be the policy of this department to set forth administrative standards to be followed by employees of the Pasadena Police Department for utilizing vacation time off.

1015.2 UTILIZATION
Utilization of vacation time shall be in accordance with the applicable section of the City Salary Resolution, the employee's MOU, supplemental association agreements, and the following guidelines:

(a) Initial vacation sign-ups shall normally be taken in multiples of the employee's entire work week utilizing "vacation time" and commencing on the first day following the employee's regular days off. Employees may thereafter sign up for vacation in less than one week increments after all other section members have completed the initial sign up and with supervisor approval.

1. Section Administrators will ensure that their personnel do not sign up for vacation on July 4th and from December 26 through the first week of January unless authorized by a Division Commander (See section 1015.3 for further restrictions).

2. Division Commanders, Section Supervisors, and/or Watch Administrators may also specify other periods when vacation time will not be allowed depending upon the needs of the Department and the requirements of particular assignments.

3. Individual vacation days can be used individually only with the approval of the concerned Lieutenant or Section Administrator. The approval of the concerned Lieutenant or Administrator must be obtained for vacation time off in excess of one day.

4. Once an employee has signed up for an allotted vacation period (weekly increment), the time may not be changed to other auxiliary time, i.e. in-lieu.

(b) Employees taking vacation period where a paid holiday falls therein, shall take that holiday off utilizing employee's allotted vacation time, or as outlined in association agreements.

(c) The order of choice of vacation periods shall be by rank, then seniority within rank.

(d) Employees may routinely take their regular annual vacation when scheduled; however, if additional earned time from a prior carry-over is requested to be used continuous with the regular period, a written memorandum, in duplicate, shall be directed through the chain of command to the Division Commander. If additional earned time from a prior year carry-over is to be used other than continuous with regular annual vacation, sign-up shall be in accordance with the following:

1. Employee may sign-up for additional time only after all others in same classification have completed their sign up;
2. The only exception will be if the employee has received prior approval from the Chief of Police for a specific time.

(e) Division Commanders are responsible for regulating the number of personnel absent at any one time.

(f) Members of this department shall comply with the applicable section of the City Salary Resolution or employee’s MOU.

1. No vacation shall exceed two vacation periods in one calendar year without the express permission of the Chief of Police.

2. A vacation period is defined as the maximum amount of vacation earnable in any calendar year.

3. Members shall not carry over to the following calendar year more than one vacation period or more than that which is allowed in the employee's M.O.U. without the express permission of the Chief of Police.

(g) The Chief of Police, or his/her designee, has the authority to approve a deviation from this policy if circumstances deem prudent.

(h) Transfers

1. An employee transferring from one division, section, team or unit to another at their own request, or as a result of a promotion prior to taking their scheduled vacation, may be required to reschedule their vacation to conform with the schedule with the staffing needs of their new assignment.

2. An employee transferring at the same rank at the convenience of the department shall be permitted, whenever possible, to take their vacation at the originally scheduled time.

(i) The division commander shall approve vacation schedules and during an emergency may order any or all vacations canceled within their division when necessary.

1015.3 MAXIMUM STAFFING EVENTS (MSE)

In addition to the traditional New Year’s related activities, additional large-scale events may be added to the year’s event calendar. With that, certain dates will be identified as needing significant staffing affecting the yearly vacation sign-ups. As plans for these events develop, and it is determined that the event will not require maximum staffing, the restricted event dates will revert to regular status allowing for unaffected individuals to request time off.

Dates identified as Maximum Staffing Events (MSE) mean that employees are subject to being ordered to work and must be available on the identified date. Any employee taking vacation or leave that falls within those identified dates designated for Maximum Staffing must be available...
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to work the event. If an employee has made a vacation request that has been approved, he/she will be exempt from any subsequently scheduled MSE that may fall within his/her pre-approved vacation period.

The Event Planning Section will make every effort to assign off-duty personnel and those who sign up to each event. However, some of these events may fall within regular work hours and require reassignment of duties.