

SANTA CRUZ REGIONAL 9-1-1

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COMMUNICATIONS PERSONNEL

POLICY/PROCEDURE

Policy No. 2030.80 Date Issued: February 1, 2006

Section: 2000 – Personnel Procedures Date Revised: June 2, 2021

Accreditation Standards: None

SUBJECT: USE OF ELECTRONIC ABSENCE REQUEST

APPROVED: <signed copy on file>

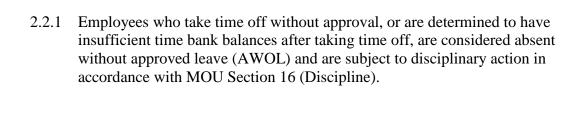
Amethyst Uchida, General Manager

1.0 Purpose

1.1 To facilitate an organized procedure for completing and submitting electronic absence request forms notwithstanding Policy No. 2030 (Time Off Requests) and Policy No. 1250 (Sick Leave).

2.0 Procedure

- 2.1 An electronic absence request must be submitted by employee and approved by a supervisor in advance of any scheduled or unscheduled time off, including vacation, compensation time, holiday hours, sick leave and ETO.
 - 2.1.1 Scheduled or bid time off is considered approved once the absence request appears on the employee's schedule as an approved absence request. Prior to approval, the absence request appears on the employee's schedule as a pending absence request.
- 2.2 Employees are solely responsible for monitoring their own time bank balances and verifying they have enough leave accumulated (to accommodate a time off request, both bid and unscheduled.



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