



## COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

**Policy No.** 2030 **Date Issued:** November 17, 2000  
**Section:** 2000 – Personnel Procedures **Date Revised:** May 3, 2023  
**Accreditation Standards:** None

**SUBJECT: TIME OFF REQUESTS**

**APPROVED:** <signed copy on file>  
Amethyst Uchida, General Manager

Time off requests are processed through either scheduled time off or self-arranged time off.

### 1.0 Scheduled time off

1.1 Scheduled time off can be approved by either:

- Annual Vacation Bid
- Request for a day off when no one else is scheduled off before the schedule is in draft form. Scheduled sick leave will not prevent this being approved.
  - Draft schedules start two months prior to the schedule period. The absence request must be submitted in the scheduling system prior to the lockdown deadline date. The administrative supervisor will communicate with dispatchers approximately two months before the schedule period the timeline of when the schedule is in draft, lockdown, and the deadline date/time to submit the absence request for approval.
  - If the submitted absence request date has no other dispatcher off in the same work group (AM/PM) as the request, the absence request will be approved.
  - Only one AM and one PM dispatcher can be off on the same day via this process.
  - For the purposes of this policy, a shift starting at 1400 hours or later shall be considered a PM shift.

## **2.0 Self-arranged time off**

- 2.1 This is when the dispatcher finds their own coverage without expectation of pay back (not a trade or substitution) and submits the absence request in the scheduling system.
- 2.2 If the dispatcher seeking the day off has found coverage with a dispatcher that has the same skill set (as needed), the absence request will be approved even if a shortage already exists, except in the extraordinary circumstance of being short 3 or more staff.
- 2.3 There is a period of time that self-arranged time off will not be approved before the draft schedule is posted.
  1. During the summer months, Memorial Day through August 31<sup>st</sup>
  2. The Wednesday before Thanksgiving through the following Sunday
  3. December 24<sup>th</sup> through January 1<sup>st</sup>
- 2.4 The above periods of time are our busiest or most difficult times of year to cover. Dispatchers may submit for time off during this time period but it will not be approved until the FINAL schedule is posted. Once the schedule is FINAL, self-arranged time off will be approved.
- 2.5 If the dispatcher seeking the day off has found coverage with a dispatcher who has a different skill set, and the skill set of the seeker is needed, the absence request will be denied.
- 2.6 The General Manager can limit and/or restrict the use of overtime to cover unscheduled time off as deemed necessary.

## **3.0 Annual Vacation Bid**

- 3.1 The annual vacation bid is posted shortly after the annual shift bid and conducted in accordance with M.O.U. sections 11.0 (vacation) and 9.1 (seniority).
- 3.2 Employees are entitled to bid for annual vacation in an amount equal to, but not exceeding, their respective maximum annual vacation accrual. The annual vacation bid is circulated in two rounds.
- 3.3 During the first round of the annual vacation bid, employees must bid for entire work weeks based on the first and last day of their pattern.
- 3.4 After the first round is complete, the scheduling supervisor will update the vacation accrual amounts for all dispatchers in preparation for the second round.
- 3.5 During the second round, bids may be for less than entire work weeks but must be for entire work days.