

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	1	Administration and Management	1.3.14
<b>SECTION:</b>	3	Personnel	<b>EFFECTIVE DATE:</b> 3 / 18 / 2020
<b>SUBJECT:</b>	14	<b>Employee Vacation</b>	
<b>STANDARDS: ACA – 4 – ALDF: <span style="color: blue;">None</span></b>			
<b>APPROVED:</b>			<b>REVISION DATE:</b> 2 / 23 / 21
<hr/> <b>Dale Glass</b> <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 3 / 23 / 21
Rescind: 1.3.14 dated 3/31/20 Cancel:			

**I. POLICY**

It is the policy of the Division of Corrections to permit employees to schedule and take their annual vacation in accordance with the City of St. Louis Pay Regulation.

**II. PURPOSE**

The purpose is to ensure fairness and equity in how vacation leave is award to employees, and to minimize disruption to institutional operations.

**III. RESPONSIBILITIES**

All Division of Corrections staff members are responsible for adhering to the following procedures.

**IV. DEFINITIONS**

**Emergency Event:** An event other than personal illness or physical condition, or sickness in immediate family.

**General Leave Vacation Time:** Means vacation leave other than Sick/medical, emergency event, and Family Medical Leave.

**Mutual Off-Days Work Exchange** is a situation in which two employees in the same Job classification agree to exchange work off-days on temporary basis.

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**Scheduled Vacation** is a vacation in which the employee requests and obtains prior approval during annual vacation scheduling cycle.

**Seniority** for the purpose of this policy is the length of service based on the date of initial appointment with the City of St. Louis.

**Seniority List** is a list containing the names of employees based on seniority and work title.

**Unscheduled Vacation:** A vacation granted as result of request other than scheduled vacation. The Shift Supervisor/Unit Head may approve unscheduled vacation request.

## **V. GENERAL INFORMATION**

1. Beginning November 1<sup>st</sup> of each calendar year, the Chief of Security/Unit Heads initiates the scheduling of annual vacation for the upcoming year. The completed pre-scheduled vacation is submitted to units' or sections' appropriate command chain (i.e., the Commissioner or the Detention Center Superintendent) no later than December 15<sup>th</sup> for final review and approval.
2. Employees who are absent during scheduling cycle, will have to call or contact their Chief of Security/Unit Head to submit their vacation requests.
3. Vacation dates selection will be on seniority basis in each Shift.
4. Where multiple employees with the same appointment dates and the same seniority dates have similar preference, the employees' last name, in ascending alphabetical order, (i.e. Jones-1st, Kramer-2nd, Leroy-3rd, etc.) will be the tie breaker. Where the employees have the same last name, the last four (4) digits of their Social Security number in ascending numeral order will be the 2<sup>nd</sup> tie-breaker. First choice will be awarded to the person with the lowest four digit numbers.
5. If an employee transfers to another shift or is promoted and remains in the same facility or transferred to another facility, the employee's original scheduled vacation for that year will be honored. The promoted employee may voluntarily request to have the original pre-approved vacation changed. New vacation scheduling will only then be accomplished according to facility or operational needs.
6. The number of staff allowed the same vacation date will be determined by the Chief of Security/Unit Head based on facility needs. An exception may be made if an employee with a pre-scheduled vacation transfers to another shift and there are other employees already on the shift with the same pre-scheduled vacation date as the transferring employee.

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7. At CJC, employees on the 2<sup>nd</sup> floor will not schedule their vacations separately from the main building. There will be only one vacation schedule for each of the three Shifts comprised of employees working both the main building and the 2<sup>nd</sup> floor.
8. Newly hired employees may not be eligible to use any paid vacation time until the employee has successfully completed twelve (12) months of service.
9. Employees who return to work from a re-employment layoff eligible list will be eligible to use vacation as soon as it is accrued provided the employee has completed twelve (12) months of continuous service prior to the layoff.
10. Employees who completed less than twelve (12) months of continuous service prior to the lay-off will be required to complete the remaining portion of the twelve (12) month period before being eligible to use vacation.
11. A person's second round vacation choice will not negate another person's first choice vacation request regardless of seniority.
12. Employees can not use unearned or future anticipated vacation time or accrual that has not been published by the Payroll Section to off-set their vacation request.
13. Vacation leave is granted in whole hour units only. The employee may apply for unscheduled vacation subject to approval by the Chief of Security/Unit Head.
14. Employees who are pre-scheduled for annual vacation, but have exhausted their accrued vacation at the time the pre-scheduled vacation is due, may not be permitted to go on such vacation. It is the employee's responsibility to ensure adequate leave time exist for the purpose of vacation.
15. Employees may use Compensatory Time as a prescheduled annual vacation. They are permitted to use a combination of accrued vacation time and compensatory time to off-set a pre-scheduled annual vacation leaves if they submit written and signed statement to the Chief of Security/Unit Head stating their intent to do so.
16. Except as noted in items #5 and 6 above, employees will not be permitted to change their pre-scheduled pre-approved vacation leave dates without approval from the Chief of Security/Unit Head.
17. Vacation leave will not be denied to any employee as a disciplinary measure.
18. An employee who is granted or placed on a non-paid leave of absence will not accrue vacation leave during the period of non-paid leave.

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**VI. PROCEDURE**

**A. Annual Vacation Scheduling**

1. By November 1<sup>st</sup> of each calendar year, the Shift Supervisor and Unit Heads will distribute the Annual Vacation Request Form to their staff or Shifts and ask employees to request, within certain deadline their first choice preference only for the up-coming vacation year.
2. The list for choosing the first choice of vacation will be passed around only once and, employees will place their choice on the form during the first circulation of the list.
3. Employees who fail to decide on their vacation dates at the established deadline will have to wait until the next available vacation scheduling cycle.
4. After all the employees have chosen their first choice; the Shift Supervisor / Unit Head will distribute the Annual Vacation Request Form again to those entitled to additional vacation leave to complete the 2<sup>nd</sup> and subsequently the 3<sup>rd</sup> choice phases.
5. All vacation requests will be accepted according to rank for all custody staff, with senior employees selecting first on each choice phase. Support staff will select according to seniority. The selection process will continue according to descending level of rank and/or seniority for all employees.
6. Employees may select a maximum of one hundred and twenty (120) total hours of vacation leave in the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> round during the annual leave scheduling cycle. The remaining weeks may be scheduled after all other requests have been completed and received supervisory approval.
7. The Chief of Security/Unit Head will review the schedules to ensure that the vacation schedules do not leave the facility with a shortage of manpower and that the “one hundred and twenty hours” maximum selection in the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> rounds were observed. If any changes are necessary, it will again be done using the seniority list.
8. After review and acceptance by the Chief of Security/Unit Head, the vacation requests are put in calendar form and forwarded to the Units or sections command chain for final review and approval. The approved vacation calendar will be posted on the Bulletin Board in the Shift Supervisor/Unit Head’s office by December 31<sup>st</sup> and made accessible to their staff.

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- 9 Employees who fail to return to work on the date indicated on the Off-Time Adjustment Report must call the facility to report the absence and speak with the Shift Supervisor/Unit Head.

**B. Unscheduled Vacation**

1. Employees requesting an unscheduled vacation will make request at least three (3) working days in advance with the Shift Supervisor/Unit Head.
2. If the absence will adversely impact the shift or unit's operation, the Shift Supervisor/ Unit Head may deny the request.
3. The Shift Supervisor/Unit Head signs the Off-Time Adjustment Report noting the denial, copies the form and issues a copy to the employee, retains a copy in the employee's folder, and forwards the original to the Payroll Unit.
4. Employees may appeal a denied request to the next high chain of command.
5. Employees who are absent from work after a request for unscheduled vacation has been denied, will be issued an Employee Action Report.
6. If the Shift Supervisor/Unit Head fails to respond to the employee's request by the day before the date the vacation is to take effect, the employee will inquire about the status of the request from the Shift Supervisor/Unit Head. If the employee does not receive a timely response, the employee may go to the next highest-ranking authority to seek approval. Employees will not be disciplined for following this procedure.
7. Employees who fail to return to work on the date indicated on the Off-Time Adjustment Report must call the facility to report the absence and speak with the Shift Supervisor/Unit Head.