

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER MULTI BUREAU	DATE OF ISSUE MAY 20TH, 2019	EFFECTIVE DATE MAY 20TH, 2019	NO. 009-19
SUBJECT: VACATIONS		DISTRIBUTION All Personnel	AMENDS
REFERENCE:			RESCINDS 009-10

Purpose: To define guidelines and procedures pertaining to the use of vacation time.

Policy: It is the policy of the Monroe County Sheriff's Office (MCSO) to have a fair and equitable process that allows employees an opportunity to use earned vacation credits while ensuring that sufficient staffing levels are maintained.

I. Earned Vacation Allowance

Employees will earn vacation credits based on their length of service, as prescribed by their current collective bargaining agreement.

II. Vacation Request Procedure

- A. Employees requesting vacation time will complete a **MBGO-026 Request for Use of Vacation / Compensatory Time** form, which will be submitted to their immediate supervisor for consideration.
- B. Supervisors will approve or deny the request in a manner that is in compliance with the employee's collective bargaining agreement.

III. Interruption or Separation of Service

- A. For the purpose of this order, an interruption of service shall be defined as the removal of the employee's name from the roster of the MCSO due to separation.
- B. In the event an employee is reinstated within one (1) year, the original date of appointment and original IBM# will again become effective for the purpose of vacation choice.
- C. In the event an employee is reinstated after one (1) year the original date of appointment will become effective, however, the employee will be issued a new IBM#.
- D. Upon an employee's resignation or retirement they shall be compensated for accrued vacation credits.

IV. Vacation Selection – Sworn Personnel

- A. There will be two (2) annual vacation periods.
 - 1. April 1st through September 30th (vacation slips shall be submitted by March 1st).

2. October 1st through March 31st (vacation slips shall be submitted by September 1st).
- B. Individual vacation choices will be made in order of seniority among members of individual platoons, divisions, zones, offices or units of the organization.
- C. For the purpose of vacation selection, seniority shall be determined in accordance with each member's collective bargaining agreement.
- D. Seniority lists that include employee IBM#'s and hire dates (in grade) will be made readily available to supervisors for the purpose of establishing seniority lists within individual platoons, divisions, zones, offices or units.
- E. To ensure operational efficiency and appropriate coverage, command officers will abide by the provisions of this order and the current CSEA collective bargaining agreement.
- F. Members will initially be granted a maximum of up to three (3) work weeks of vacation time per vacation period. No more than two (2) of these weeks will be approved during the summer period (May 15th through September 14th).
- G. Members may not request vacation time unless they have the time in their vacation bank at the time the request is submitted.
- H. In the interest of operational efficiency, the member should be given access to the vacation selection calendar to choose days that are available. Supervisors should ensure the vacation bidding process is completed in a fair and equitable manner.
- I. Members may request vacation in blocks of less than one (1) work week; however, requests for full work weeks shall take precedence over requests for less than full weeks, regardless of seniority.
- J. Once all members have had an opportunity to request vacation time during the bidding process, members may request additional vacation days, in excess of the three (3) week maximum, by seniority, prior to close of the bidding period.
- K. Requests submitted after the closing date of the initial bidding process shall be acted upon on a first come/first served basis and shall be approved or disapproved no sooner than thirty (30) days prior to date(s) requested. Vacation requests submitted thirty (30) days or less prior to the date(s) requested will be approved or denied within seventy-two (72) hours. Reasonable efforts will be made by unit or platoon supervisors to inform members of that dates that are open for request.
- L. Consistent with the existing collective bargaining agreements, accrued vacation time may be lost or forfeited as part of the disciplinary process.

V. Vacation Selection – Non-Sworn Personnel

- A. There will be two (2) annual vacation periods.
 1. April 1st through September 10th (vacation slips shall be submitted by March 1st).
 2. September 11th through March 31st (vacation slips shall be submitted by August 1st).
- B. Employees may not exercise their seniority for vacation preference for a period in excess of three (3) consecutive weeks.

- C. Fourteen (14) days following the above referenced closing dates, employees may select additional vacation time to which they are entitled without regard to seniority.

IV. Restrictions

- A. The maximum number of employees that will be approved for vacation leave on a specific date will be determined by the number of members assigned to the individual platoons, zones, divisions, offices and units of the organization. Members will only compete for vacation time with other members of the same rank.

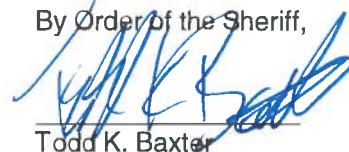
1	to	15	inclusive	1	approved
16	to	30	inclusive	2	approved
31	to	45	inclusive	3	approved
46	to	60	inclusive	4	approved
61	to	75	inclusive	5	approved
76	to	90	inclusive	6	approved
91	to	105	inclusive	7	approved
106	to	120	inclusive	8	approved

- B. Modifications to the above schedule may be made at the discretion of the unit command officer, provided that adequate personnel are available for operational functions in a fiscally responsible manner.
- C. Each level of supervision in the organization will be responsible for coordinating the vacation time of their subordinate in accordance with the directive set forth above. An adequate number of command and supervisory personnel will be on-duty at all times to ensure effective operational functions in a fiscally responsible manner.

VII. Transfers

Vacation days which have been previously approved shall not be canceled when an employee is transferred to another assignment without mutual agreement between the employee and the Sheriff or designee, unless such cancellation is necessary due to an emergency declared by the Sheriff.

By Order of the Sheriff,



Todd K. Baxter