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# Iowa State University Department of Public Safety

Directive: 26.3

SUBJECT: VACATION REQUESTS

EFFECTIVE DATE: 03/21/19

REVISED DATE: 12/18/19; 02/15/21

STANDARD:

REVIEWED DATE:

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## POLICY:

The Iowa State University Department of Public Safety shall establish a vacation request process, which provides a set procedure for employees requesting vacation.

## PROCEDURE:

### 26.3.1 FIELD SERVICES SUPERVISOR VACATION REQUESTS

The following shall describe and govern procedures associated with field services supervisor vacation requests.

- A. The vacation approval process will consist of guidelines that must be met by each sworn patrol supervisor requesting vacation time.
- B. If the guidelines are met and staffing allows, vacations will be approved.
- C. The guidelines are as follows:
  - 1. Vacations requested can be up to 14 days consecutively.
    - a. The Chief or Assistant Chief can approve longer consecutive periods.
      - i. Requests shall be routed through the Field Services Captain.
  - 2. The first vacation day in any request must be no more than nine months from the date of the request.
    - a. The submitted bid can extend beyond nine months from the date of request only if it is consecutive, meaning a bid submitted January 1, 2019, can be for a vacation planned beyond September 1, 2019, but only if it begins on or before September 1, 2019, as that is nine months from the date of the request.
  - 3. The request must be submitted at least 90 days before the 1st date requested off.
  - 4. Vacation requests will be first come-first served.
    - a. No more than two patrol supervisors may be granted vacation at the same time.
    - b. In the event where two supervisors request the same time period off and request said time period off at the same time in Aladtec, longevity will be the tie-break.
    - c. Only one supervisor per shift may be granted vacation during the same period.
  - 5. Each vacation request for patrol supervisor can only generate up to two shifts of OT per week.
    - a. Staffing is determined by current levels at the time of vacation request.
    - b. Supervisors may be reassigned to cover open shifts instead of posting overtime.
  - 6. Employees can only request up to the number of vacation hours already earned or through regular accrual.
  - 7. Comp time hours can be used if they are currently in the employee's comp bank and the vacation request will not eclipse June 30th, when the comp banks are all paid out.
    - a. This means any time after July 1st an employee may use comp hours they have already accrued and are in their bank for a vacation request NOT extending beyond the following June 30.
  - 8. The supervisor responsible for the employee shall address any request made within ten days from the date of request submission.
    - a. If the request is not addressed, it will be routed up the chain of command for review.
  - 9. Any vacation request for any period starting within 90 days from the date of request will not meet the above guidelines and will be dealt with according to shift strength and supervisor discretion.
  - 10. Vacation requests desired beyond nine months should be routed to the Chief or Assistant Chief for review.

11. Any vacation request that occurs on Red Days shall be reviewed on a case by case basis by the Captains, Assistant Chief or Chief.

### **26.3.2 PATROL OFFICER VACATION REQUESTS**

The following shall describe and govern procedures associated with patrol officer vacation requests.

- A. Officers will bid for vacation days every six months, immediately following completion of the six-month shift preference process. The process for bidding time off for January-June will take place in October, and the process for bidding time off for July-December will take place in April.
- B. Vacation bidding will be conducted as follows:
  1. Each shift will conduct their bidding process facilitated by the shift Lieutenant.
  2. The officer with the most time in grade will go first, followed by the second, and so on until all officers have gone through once.
  3. Lieutenants should conduct a minimum of three rotations; however, officers may withdraw from the bidding process after one rotation.
  4. Each vacation bid can only generate one shift of overtime per week of vacation.
  5. Staffing is determined by the current levels at the time of the bids (not anticipated vacancies filled).
  6. Officers can only bid the number of vacation hours already earned or through regular accrual, but not through overtime.
  7. Comp time hours cannot be used in vacation bids but can be used for actual vacations.
  8. Any vacation request that occurs on Red Days shall be reviewed on a case by case basis by the Captains, Assistant Chief or Chief.

### **26.3.3 INVESTIGATIVE SERVICES / OUTREACH VACATION REQUESTS**

The following shall describe and govern procedures associated with Investigative Services / Outreach vacation requests.

- A. The vacation approval process will consist of guidelines that must be met by each sworn Investigative Services / Outreach personnel requesting vacation time.
- B. If the guidelines are met and staffing allows, vacations will be approved.
- C. The guidelines are as follows:
  1. Vacations requested can be up to 14 days consecutively.
    - a. The Chief or Assistant Chief can approve longer consecutive periods.
      - i. Requests shall be routed through the Investigative Services Captain.
  2. The first vacation day in any request must be no more than nine months from the date of the request.
    - a. The submitted bid can extend beyond nine months from the date of request only if it is consecutive, meaning a bid submitted January 1, 2019, can be for a vacation planned beyond September 1, 2019, but only if it begins on or before September 1, 2019, as that is nine months from the date of the request.
  3. Vacation requests will be first come-first served.
    - a. No more than two supervisors from Investigative Services / CVM / Outreach may be granted vacation at the same time.
    - b. In the event where three supervisors request the same time period off and request said time period off at the same time in Aladtec, longevity will be the tie-break.
    - c. Minimum staffing requirements include one officer within each operational area (Detectives and Outreach / Evidence), Monday through Friday.
    - d. Staffing is determined by current levels at the time of vacation request.
  4. Employees can only request up to the number of vacation hours already earned or through regular accrual.
  5. Comp time hours can be used if they are currently in the employee's comp bank and the vacation request will not eclipse June 30th, when the comp banks are all paid out.
    - a. This means any time after July 1st an employee may use comp hours they have already accrued and are in their bank for a vacation request NOT extending beyond the following June 30.

6. The supervisor responsible for the employee shall address any request made within ten days from the date of request submission.
  - a. If the request is not addressed, it will be routed up the chain of command for review.
7. Any vacation request for any period starting within 90 days from the date of request will not meet the above guidelines and will be dealt with according to shift strength and supervisor discretion.
8. Vacation requests desired beyond nine months should be routed to the Chief or Assistant Chief for review.
9. Any vacation request that occurs on Red Days shall be reviewed on a case by case basis by the Captains, Assistant Chief or Chief.

#### **26.3.4 ISU POLICE COMMUNICATIONS CENTER VACATION REQUESTS**

The following shall describe and govern procedures associated with communications center vacation requests.

- A. The vacation approval process will consist of guidelines that must be met by each dispatch personnel requesting vacation time.
- B. If the guidelines are met and staffing allows, vacations will be approved.
- C. The guidelines are as follows:
  1. Vacations requested can be up to 14 days consecutively.
    - a. The Chief or Assistant Chief can approve longer consecutive periods.
      - i. Requests shall be routed through the Communications Center Supervisor.
  2. The first vacation day in any request must be no more than nine months from the date of the request.
    - a. The submitted bid can extend beyond nine months from the date of request only if it is consecutive, meaning a bid submitted January 1, 2019, can be for a vacation planned beyond September 1, 2019, but only if it begins on or before September 1, 2019, as that is nine months from the date of the request.
  3. The request must be submitted at least 60 days before the 1st date requested off.
  4. Vacation requests will be first come-first served.
    - a. No more than two dispatch personnel may be granted vacation at the same time.
    - b. In the event where two dispatchers are requesting the same time period off and request same time period off in Aladtec, longevity will be the tie-break.
  5. Each vacation request for dispatch personnel can only generate up to two shifts of OT per week.
    - a. Staffing is determined by current levels at the time of vacation request.
    - b. Dispatcher personnel may be reassigned to cover open shifts instead of posting overtime.
  6. Employees can only request up to the number of vacation hours already earned or through regular accrual.
  7. Comp time hours can be used if they are currently in the employee's comp bank and the vacation request will not eclipse June 30th, when the comp banks are all paid out.
    - a. This means any time after July 1st an employee may use comp hours they have already accrued and are in their bank for a vacation request NOT extending beyond the following June 30.
  8. The supervisor responsible for the employee shall address any request made within ten days from the date of request submission.
    - a. If the request is not addressed, it will be routed up the chain of command for review.
  9. Any vacation request for any period starting within 90 days from the date of request will not meet the above guidelines and will be dealt with according to shift strength and supervisor discretion
  10. Vacation requests desired beyond nine months should be routed to the Chief or Assistant Chief for review.
  11. Any vacation request that occurs on Red Days shall be reviewed on a case by case basis by the Captains, Assistant Chief or Chief.