





Administrative Policy

Title: Leave Requests for Department of Water & Power Operations Division				
Administered By: Department of Water & Power				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
03100.502	06-27-11 (06-12-14)	01-03-17		

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy (UNKNOWN #)
Issued: 06-27-11
Revised: 06-12-14



DWP POLICY

SUBJECT: *Page 1 of 2*
Leave Requests for Department of Water & Power Operations Division

<i>Section:</i>	<i>Position:</i>	<i>Issue Date:</i>	<i>Revision Date:</i>	<i>Supervisor Approval:</i>
<i>Operations Division</i>	<i>All Water and Water Reclamation Operator Positions</i>	<i>6/27/11</i>	<i>6/12/14</i>	<i>Tom Moody</i>

PURPOSE:

To provide guidelines in which leave requests are to be submitted for consideration of approval due to the nature of rotating shifts and the Department's desire to be economically responsible.

POLICY/PROCEDURE:

Leave schedules will be developed on a quarterly basis, breaking with pay periods near the beginning of the month.

Typical quarters:

January through March

April through June

July through September

October through December

Leave requests will be submitted two weeks prior to the start of a new quarter. The ending date or deadline for leave requests for each quarter will be posted for the year and reminders will be sent via e-mail to affected staff 15 days prior the deadline by the immediate supervisor and/or their appointed designee.

All leave requests should be submitted by e-mail to the immediate supervisor and/or their appointed designee.

Once a leave request is submitted and approved, requests to adjust or change the leave request will be reviewed on a case-by-case basis by the immediate supervisor. Seniority will be considered as a determining factor should any leave request conflicts occur with two or more employees requesting the same time off. It is encouraged for employees to work together to avoid these types of situations.

Once leave has been approved and posted on the schedule, cancellations or alterations of scheduled leave will be at the discretion of the immediate supervisor.

Unscheduled leave for family or unforeseen personal issues can be approved and will be reviewed on a case-by-case basis by immediate supervisor.

If leave is desired after the deadline for leave request submissions by quarter, a trade of shifts between two operators/employees can be considered. This must be arranged and agreed upon by the two operators and presented to immediate supervisor for evaluation and potential approval. Approvals will be on a case-by-case basis at the discretion of the immediate supervisor. These shift trades should not create overtime.