

Milwaukee County Department of Health and Human Services Delinquency and Court Services Division  <b>POLICY &amp; PROCEDURE</b>	Date Issued: <b>12/09/2013</b>	Reviewed: 06/19/2015 By: <b>MG</b> Last Revision: 06/19/2015	Section: <b>ADMINISTRATION</b>	Policy No: <b>020b</b>	Pages: <b>1 of 2</b>
<input checked="" type="checkbox"/> <b>Delinquency and Court          Services Division          Children's Court Services          Network          Purchase of Service Agencies</b>	Effective Date: <b>07/01/2015</b>	Subject:  <b>Attendance and Time Off Policy</b>			

**I. POLICY**

Delinquency and Court Services Division (DCSD) will establish fair and consistent policies and procedures that allow for employee scheduling of vacation time while maintaining sufficient coverage for Delinquency and Court Service Division functions, with the exceptions of Detention Center staff, which has its own independent policy.

**II. DEFINITIONS**

Functional Area. For the purpose of applying scheduled time off, functional areas will not be addressed separately, with the exception of the Detention Center.

**III. MINIMUM STAFF:**

Staff will be approved for scheduled leave time based on the coverage standards as follows:

**\*\*\*Please note the following\*\*\*Coverage standards are subject to change at Management's discretion. If there are not minimally 8 staff available to work on these days, Management will assign staff to work based on reverse seniority.\*\*\***

Days:	Minimum Staff Coverage:
Week of the 4 <sup>th</sup> of July	8 Staff
Week of Thanksgiving	8 Staff
Week of the Christmas Holiday	8 Staff
Week of New Year Holiday	8 Staff
Not included above	50% of Staff

#### IV. PROCEDURE

##### A. Minor Holidays

Requests to be off on a Minor Holiday shall be submitted via email to and approved by your Supervisor prior to the Minor Holiday.

Consistent with the scheduling of vacation time, staff that is planning to accrue a Minor Holiday may not request this time off until it has been accrued.

##### B. Accrued Holiday and Accrued Compensatory Time

Accrued holiday and compensatory time must be scheduled off. To ensure adequate staffing coverage and operational efficiency accrued holiday and compensatory must be scheduled off in advance. Requests to be off using Accrued Holiday time or Accrued Compensatory time shall be submitted via email, minimally 1 working day in advance of the time requested, and approved by your Supervisor on a first come, first serve basis, in accordance with the established minimum staff coverage.

##### C. Personal Time

Management recognizes the need to make reasonable efforts to allow for unplanned time away from work while at the same time balance the needs of the operation and consideration for remaining staff.

Personal Time should be scheduled in advance and as timely as possible with your Supervisor. If your Supervisor is not available, another Supervisor or the Section Manager shall be notified. Notice shall occur in person or by telephone. Leaving messages of any kind is not acceptable.

Management shall reserve the right to deny Personal Time requests based upon the minimum staff coverage needs consistent with the policies contained within.

##### D. Other

Extenuating Circumstances: Any extenuating circumstances will be reviewed and approved or denied by the Division Administrator.

Reviewed & Approved By: \_\_\_\_\_



B. Thomas Wanta, Division Administrator