



COUNTY OF SAN BERNARDINO
STANDARD PRACTICE

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BY J. Lewis

EFFECTIVE 7/94

DEPARTMENT BEHAVIORAL HEALTH

SUBJECT
VACATION LEAVE - REQUEST

APPROVED

Jim McReynolds
Jim McReynolds, Director

(Revised 4/96)

I. POLICY

Adequate coverage must be maintained within the Department at all times.

II. PROCEDURES

- A. All vacation requests for two (2) or more consecutive days must be submitted at least one (1) week in advance.
- B. All vacation requests for five (5) or more consecutive days must be submitted at least one (1) month, but not more than one (1) year, in advance
- C. Clinical Coverage
 - 1. Clinic Supervisors are responsible for ensuring no more than 40 percent of clinical staff are granted vacation or holiday leave at the same time (except during the two-week period centering around the Christmas and New Year's holidays, when a skeleton crew may be maintained because there is generally a decrease in service requests).
 - 2. Vacation requests will be honored on a first come, first served basis.
 - 3. Clinic Supervisors are responsible for arranging coverage of caseloads whenever clinicians are absent.

JL:dm

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