



Kern County Sheriff's Office
Investigations Division

TITLE: Time Off Requests and Documentation		NO: A-900	
APPROVED: Commander Raul Murillo			
EFFECTIVE: 08/21/2020	REVIEWED: 03/24/2023	REVISED:	UPDATED: 03/24/2023

POLICY

Sick leave, Vacation, Compensatory Time-Off, Winter Recess Leave, Alternate Days Off, and Paid Time Off Reward are benefits established for all county employees, negotiated by appropriate bargaining units. Each type of time off requires notification to a supervisor to ensure adequate coverage within the unit. The Investigations Division will ensure members have access to their established benefits while maintaining ongoing operations within the division. This Divisional Policy establishes procedures for use of sick leave in accordance with DPPM B-400.

DIRECTIVE A

All use of Sick Leave shall be in accordance with DPPM B-400.

All requests/notifications of Sick Leave will be made at least two (2) hours prior to the use of Sick Leave and made by phone (call or text) or email the employee's direct supervisor or their interim designee.

- In emergencies, it is understood the two (2) hour requirement may not be met.

DIRECTIVE B

All other requests for time off (vacation, compensatory time off, Paid Time off Reward, or accrued Winter Recess Leave, etc.) shall be made in accordance with DPPM B-100 and applicable MOU.

- Requests for leave shall be made at least three (3) days before it is to commence.
 - In emergencies, this requirement may be waived by a supervisor.
- Vacations in excess of five (5) working days shall be submitted and approved by February 1 of each year.
 - If two or more employees request the same days off, requests will be granted to the employee(s) having the greater seniority.
 - A supervisor may approve requests submitted after this date, if the request does not conflict with maintaining adequate coverage.
 - In the event such a request is received after this date, an employee has no right to supersede another employee's vacation schedule.

- CTO Requests may not be made more than 90 days in advance, except when CTO is being included with a vacation request for five (5) days or more.
 - Requests for CTO shall be granted on a “first come first serve basis.”
 - If two or more employees request the same days off, requests will be granted to the employee(s) having the greater seniority.

DIRECTIVE C

All requests for time off will be made via TRACS and shall be approved by the employee’s supervisor, or their interim designee, prior to the time off. Each supervisor may establish additional notification requirements to best fit the needs of the unit.

- If the supervisor is not available for a short-notice time off request, such request may be to a supervisor of another unit within the Investigations Division, the Detectives Section Lieutenant, or the Investigations Division Commander.

Any overtime worked shall be in accordance with DPPM B-410.

DIRECTIVE D

Any employee who requests time off during their designated “on-call” time, is responsible for finding their own coverage and shall identify who will be covering their “on-call” when submitting for time off.

- This requirement does not apply for Sick Leave and supervisors will be responsible for finding coverage.

DIRECTIVE E

Each employee is responsible for tracking their use of Sick Leave or other time off and shall accurately reflect any such time off in TRACS when submitting their timesheet. In accordance with DPPM B-400:

- Failure to comply with the duties as listed in this policy may result in disciplinary action as deemed appropriate by the Sheriff-Coroner.
- Unapproved absences shall be considered to be without pay and may result in disciplinary action as deemed appropriate by the Sheriff-Coroner.