

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF BULLETIN #: D-215

APPROVED

BY: STEVE JACKSON
CHIEF PROBATION
OFFICER

REPLACES: 11/24/2021

ISSUE DATE: 12/12/2025

SUBJECT: TIME OFF REQUESTS

POLICY

Detention Administrators are responsible for ensuring staffing levels which maintain the safety and security of the institution in a fiscally responsible manner.

PROCEDURES

A. Time Off Request

1. An employee submitting a time off request is required to submit the request through Planit.
2. Prior to approving a time off request, the Juvenile Facility Supervisor (JDFS) responsible for scheduling shall first determine that:
 - a. The work unit will maintain minimum coverage levels during the employee's scheduled absence.
 - b. The employee has a leave balance at least equal to the requested time off. If the employee does not have the balance, the time off request will need to be approved by administration.
 - c. The request was submitted in accordance with the following requirements for advanced notice.
3. Completed Time Off Requests must be submitted to the Juvenile Detention Facility Supervisor (JDFS) responsible for scheduling by the 10th of the month through Planit preceding the actual date of the requested time off. Once approved the requested time off shall be forecasted in Peoplesoft for approval.

Example: An employee requesting time off during the month of May must allow sufficient time for that request to be approved by their supervisor and submitted to the scheduler by the 10th of April.

B. Unscheduled Time Off (Order of Operations):

1. An employee whose time off request has been denied or are requesting time off after the 10th of the month shall be allowed to “swap” shifts with another employee of the same classification providing that the swap does not result in overtime. The Scheduler will note all Shift Swaps on Planit.
2. Shift swaps must be approved by the Scheduler upon review of the completed shift swap form (Attachment A).
3. If a Shift swap is not available, the staff member can solicit shift coverage. Shift coverage (which will result in OT) must be submitted for consideration by the scheduler via email from the requesting staff. The requesting employees’ direct supervisor and the staff who agree to swap shifts must also be cc on the requesting email. The scheduler will note all Shift coverage on Planit. Shift swaps and shift coverages may be denied at the scheduler or administrative level.
4. Employees calling in for unscheduled time off must speak with the Duty Officer.
5. Barring an emergency, such calls shall be received by the Duty Officer no less than six hours before the start of the scheduled shift.

C. Healthcare Provider’s Certification of Illness

Management or supervisors may require a healthcare provider’s certification of illness. For requiring a healthcare provider’s certification, members should refer to County Policy or applicable memorandum of understanding.

For further guidance regarding sick leave, refer to the Sick Leave Policy.

JUVENILE DETENTION SHIFT SWAP AGREEMENT

Requirements:

1. Shall be between staff in the same job classification.
2. Shall take place during the same pay week (Monday through Sunday).
3. Shall not result in overtime.

I, _____, agree to work for _____ on: _____
(Print Employee Name/Classification) (Print Employee Name/Classification)

Date: _____ Unit: _____ Shift: _____

Employee _____ will work my assigned shift on: _____

Date: _____ Unit: _____ Shift: _____

Employee Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Reviewed by: _____ Approved by: _____
(JDFS) (ADCPO)

ADCPO SHALL ROUTE ALL APPROVED AGREEMENTS TO PAYROLL

Original: ADCPO
 Canary: Duty Officer Swap Log
 Pink: Payroll

Juv. Hall 21 (5/05)

D-266-1 (5/05)