

CITY OF GREEN BAY DEPARTMENT OF PARKS, RECREATION, & FORESTRY STANDARD OPERATING GUIDELINES	
Title: LEAVE TIME SELECTION/VACATION/ HOLIDAY	Guideline Number: PRF SOG 5
Initial Effective Date: January 20, 2014	Revision Date:

This guideline applies to all City of Green Bay Parks, Recreation, & Forestry (PRF) employees regarding the selection of leave time including vacation, personal time, voluntary furlough, or comp time. Use of sick, military, jury duty, and funeral leave are not covered by this document.

Definitions:

1. Seniority. Seniority will commence upon an employee’s most recent date of hire as a full-time regular employee by the City (not just years of service to PRF) regardless of what shift or classification an employee is assigned.

2. Leave Time. Leave time is preapproved time away from work, including vacation, personal time, voluntary furlough, or comp time. Use of sick, military, jury duty, and funeral leave are not covered by this document.

PROCEDURE:

General Considerations. Each Supervisor will identify and maintain minimum staffing levels for their section. Staffing needs will remain consistent throughout the year unless the Supervisor receives approval from the Park Superintendent or City Forester to deviate from the pre-determined minimum staffing level. Any deviations below the minimum staffing level cannot significantly impact services provided by the affected section.

Employees may request to use vacation at any time during the year. Vacation requests will be considered in the order received and approved. Management has the right to decline requests in order to meet the operating requirements of the City.

Park Maintenance Workers – PMWs assigned to the 2:30-10:30 p.m. shift will be used to cover the WLS PMW when that employee is granted vacation.

The maximum number of maintenance employees on vacation per day at the Park Shop is as follows:

Parks Division

- Park Maintenance Workers – 5
- Mechanic Welders – 1

Carpenters – 2

Pool Specialist – 1 (The Pool Specialist and Master Plumber may not take vacation on the same day June through August.)

Forestry

The maximum number of Forestry workers on vacation per day at the Park Shop is as follows:

FWI – 2

FWII – 3

It is understood that all PRF employees maintain a service obligation to the City. As such, a significant number of PRF employees may be needed to complete critical PRF functions at any time of the year. Examples of critical functions include, but are not limited to, snow plowing, flooding, and high water events, vandalism, windstorm/tree damage, natural disaster cleanup, etc. In order to perform critical functions, PRF reserves the right to cancel preapproved leave time to secure appropriate employee coverage for the City's needs when such cancellation is possible and practical and does not result in a monetary loss for the employee.

It is understood that a specific shift or job duty may fall below minimum staffing levels, while at the same time the overall minimum staffing level of that section is maintained. In these cases, it is the responsibility of the Supervisors to adjust employee shifts and job assignments to accommodate proper coverage during employee absences that cause these issues.

Each Supervisor will inform employees as soon as practical of (1) approval or denial of requested leave time; and (2) changes in work shift and/or job assignment so employees can plan their leave time, work time, and personal schedule accordingly. If an employee is not planning on using approved leave time, employees must cancel it no later than one (1) week in advance, unless the cancellation is due to a family emergency or the employee does not have available vacation.

- Leave time request forms must be submitted directly to the Supervisor.
- Every leave time request form submitted will be marked with the date and time of receipt by the Supervisor. This will identify the chronology of receipt, so forms can be processed in the proper order.

Exceptions: It is understood that at certain times of the year, pre-established minimum staffing levels may be able to be exceeded. If leave time requests exceed minimum staffing levels, management will determine if additional employees can be off without adversely affecting PRF services.

Holiday

If an employee is scheduled to work on the date of the City's scheduled holiday, the employee will be given another day off within the same pay period as the City's scheduled holiday. If the employee is called in on their designated holiday, the employee will be paid at double time.

An employee called into work on a designated holiday will receive double time pay for all hours worked on the designated holiday regardless of whether employee has actually worked 40-hours in that workweek.

Approval:

Department Head: /s/ Dawne Cramer	Date: January 31, 2014
Human Resources Director: /s/ Lynn M. Boland	Date: January 31, 2014

This guideline is a supplement to the Parks, Recreation, & Forestry Department policies and procedures and/or City of Green Bay policies and procedures. The City reserves the right to change, revise and/or delete this guideline with advance notice to the affected employees. This guideline is not subject to the grievance procedure.