

RECEIVED
MAY 02 2005
CITY CLERK'S OFFICE
SPOKANE, WA

CITY OF SPOKANE
DEPARTMENT POLICY AND PROCEDURE TEMPLATE

CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT [4490]-[2005]-[02]
	LGL 2005-27
TITLE: SCHEDULING VACATIONS/TIME OFF EFFECTIVE DATE: AUGUST 2001 REVISION DATE: FEBRUARY 2004 05.12.2005	

1.0 GENERAL

1.1 PURPOSE

The City of Spokane provides benefits to its employees, which include floating holidays, vacation and sick leave accruals. In addition, management employees may receive personal leave or elect to earn compensatory time at the beginning of each year.

1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all employees of the Spokane Regional Solid Waste System (Regional System).

3.0 REFERENCES

Not Applicable

4.0 DEFINITIONS

Not Applicable

5.0 POLICY

It is the policy of the Regional System to allow its employees to make the use of their accrued vacation time, floating holidays, and personal leave as fair and equitable as possible, while maintaining proper staffing levels.

6.0 PROCEDURE

It is recognized that there are identifiable areas of responsibility that should be covered during normal working hours to fulfill City management responsibilities and provide proper customer service and administrative support. Approval of requested time off is contingent on adherence to the following considerations:

- 6.1 A Management employee should be available during normal hours of operation for the purpose of representing the department as the responsible party in resolving conflicts and making decisions within the purview of Management.
- 6.2 Employees providing administrative support are responsible for the initial contact with the department and, therefore, should be available during all normal hours of operation.
- 6.3 Recycling is a major function of the Regional System. As such, a representative from this area should be available during all normal hours of operation.

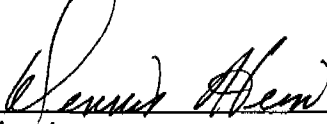
7.0 RESPONSIBILITIES

The Regional System Director or his/her designee is responsible for administering this policy.

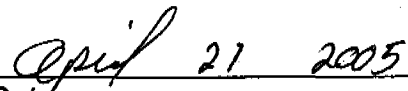
8.0 APPENDICES

Not Applicable

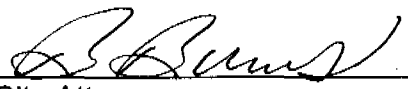
APPROVED BY:



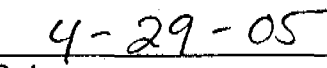
Director



Date



City Attorney (ASST)



Date