



# CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES

ADMINISTRATIVE POLICY	
<b>SECTION 6: NURSING SERVICES</b>	Effective Date: 12/2020
<b>CHAPTER 2</b>	Revision Date:
<b>6.2 SUPERVISING REGISTERED NURSE II VACATION/ANNUAL LEAVE REQUESTS POLICY AND PROCEDURE</b>	Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## I. POLICY

California Correctional Health Care Services (CCHCS) and the California Department of Corrections and Rehabilitation (CDCR) shall provide a statewide process for Supervising Registered Nurse (SRN) IIs vacation/annual leave requests and determination based upon state service seniority. Institutional leadership shall determine the minimum staffing requirements as identified by vacation relief allocation.

## II. DEFINITIONS

**Seniority:** The length of time an employee has served in the classification within the Department. Employees receive one point for each qualifying month of full-time departmental service as an SRN II, with ties broken by one point for each qualifying month of full-time state service. If a further tie exists, it shall be broken by the lowest last four digits of the employees' social security numbers. Departmental seniority shall include time spent while serving in a higher classification with the Department, including SRN IIIs.

**Watch:** An authorized set of hours worked. Operational hours vary; however, the three watches noted below indicate when the majority of the hours are worked:

First Watch: 2200 – 0600

Second Watch: 0600 – 1400

Third Watch: 1400 – 2200

## III. PROCEDURE

### A. Vacation/Annual Leave Request Process

1. The request process consists of two components:
  - a. Two annual bidding vacation rounds.
  - b. Monthly continuous vacation/annual leave request process.
2. Number of Requests
  - a. Each SRN II is allowed two successful vacation/annual leave requests. A successful request is one that has been granted in full.

### B. Eligibility

1. SRN IIs shall have sufficient vacation/annual leave, holiday credit, compensating time off, Personal Leave Program, or furlough credit to cover the vacation request.
2. Sufficient leave must be accrued at the time of the scheduled leave.
3. Accrued sick leave will not be authorized to cover vacation.

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## C. Timing

1. The vacation/annual leave request process shall commence the first Monday in January each year.
2. The Chief Nurse Executive, or designee, shall post timelines for submitting written requests for vacation/annual leave.
3. SRN IIs shall submit written requests for vacation/annual leave within 21 days of timeline posting.
4. SRN IIs shall be awarded vacation/annual leave for the upcoming year by seniority.

## D. Annual Bidding Process

1. Two rounds of vacation/annual leave bidding shall occur as follows:
  - a. SRN IIs bidding in round one shall be awarded three weeks of time which can be taken as a three-week block of time, a two-week block and a one-week block, or three one-week blocks.
  - b. Round two shall offer SRN IIs additional opportunities for one-week blocks.
2. The SRN III or designee shall review the vacation/annual leave requests submitted during bidding rounds and award based on seniority. SRN IIs shall be notified of the approved vacation/annual leave schedule by February 20 of each year.
3. Approval shall also be granted based upon operational needs and required staffing levels.

## E. Monthly Continuous Request Process

1. SRN IIs may also submit additional requests for vacation/annual leave throughout the year through the monthly continuous vacation scheduling process.
2. Any SRN II who does not participate in the annual vacation scheduling process shall have the option of participating in the monthly continuous vacation scheduling process.