3421 LEAVE SCHEDULING

A. Policy

The policies, which govern an employee’s accrual and use of vacation and holiday leave are established by the City of Lakewood Personnel Rules and Regulations. Schedules in sections where deployment is a critical factor shall generally be relatively rigid and definite and in sections where deployment is not such a critical factor shall be less rigid and more flexible

B. Procedure

1. In order to use city business for any functions other than approved training; an employee must make their request, in writing, to the division Commander via their chain-of-command. The request should be made at least two weeks prior to the event in question. The division Commander shall respond within a week of receiving the request.

2. Leave scheduling is the responsibility of each division Commander and may vary depending on the deployment needs of the division.

3. It is the responsibility of the division Commander to ensure that leave schedules are in conformance with City policy and effective from the standpoint of deployment.