



Monterey County Behavioral Health Policy and Procedure

Policy Number	200
Policy Title	Request For Vacation
References	None
Form	https://0000serppfhrm2.in.co.monterey.ca.us/webapp/HRMPROD/Advantage
Effective	September 1, 1986 Revised: August 1, 2008 REVISED: SEPTEMBER 15, 2011

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31

Policy

Vacation requests of five (5) days or longer will be initiated by completing the appropriate sections in the AMS-Employee Self Service (ESS) electronic timecard system. Requests should be submitted a minimum of seven (7) days in advance for your immediate supervisor's or Behavioral Health Service Manager's approval. Vacation requests of a longer duration should be submitted in advance of as many days off as are being requested.

Procedure

The employee will complete the Monterey County Health Department's "Leave Request" in the AMS-ESS and submit the request for approval a minimum of seven (7) days prior to the start of vacation, or as adjusted by the Memorandum of Understanding between the Monterey County Health Department and the designated union [i.e.: "or within twenty-four (24) hours if pre-approval is not possible due to the critical nature of the situation"].

<https://0000serppfhrm2.in.co.monterey.ca.us/webapp/HRMPROD/Advantage>

32
33