



Patuxent Institution
Directive

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Director

Title: Annual Leave	Directive Number: PATX.050.0024
Related MD Statute/Regulations	Supersedes:
Related ACA Standards:	Authorized By: Director of Patuxent Institution
Related MCCS Standards:	Effective Date: November 22, 2013 Number of Pages: 3

.01 Purpose.

To set forth the policy and procedures concerning use of earned annual leave.

.02 Scope.

Lieutenants, Captains and Majors at Patuxent Institution.

.03 Policy.

It is the policy of Patuxent Institution that the use of annual leave be coordinated with agency workload and scheduling requirements.

.04 Definitions.

- A. In this directive, the following terms have the meanings indicated.
- B. Terms defined.

(1) Seniority means total service time in the DPSCS within the classification used in the group or unit being compared.

A. Seniority shall be computed in days.

(1) In the event of a tie, the employee with the greater amount of days in the agency shall be considered senior.

(a) Should that result in a tie, the criteria used shall be the number of days in state service.

(i) In situations where a tie continues to persist, seniority shall be determined by random means.

a. **The random tie-breaker will be updated each year before the next vacations picks are made.**

.05 Responsibility.

A. All supervisors shall project their use of leave annually on a calendar year basis. This projection is not binding, but is a primary planning document.

B. The actual or projected agency workload during a period of time may prevent the granting of annual leave. If more than one supervisor within a unit or group has requested leave for a period of time during which not all leave may be granted, priority shall be determined by seniority.

C. Supervisors will be in separate groups by rank and shift.

D. The warden shall designate the maximum number of supervisors allowed to take annual leave for the vacation projection process.

(1) The annual vacation projection process will be conducted in the fall so as to be complete prior to January 1st each year.

(2) Each shift will prepare a vacation book for the following year with weekly slots.

(3) The vacation book will be offered first to the supervisor in that classification with the highest seniority.

(a) The supervisor shall select slots up to the maximum number of weeks that he/she is projected to earn the following year.

(i) The supervisor can only sign-up for two (2) consecutive slots.

(4) The book shall then be offered to the supervisor with the next highest seniority.

(5) To ensure that the vacation projection process proceeds in a timely manner, supervisors may submit a written list of desired vacation dates in priority order in case they are off duty when it is their turn to make a pick.

(a) Two telephone attempts shall be made before the supervisor is skipped over.

(6) If a supervisor is determined to have passed his/her pick due to the shift supervisor's inability to contact him/her while off duty, the supervisory will be permitted to make his/her pick of the remaining available slots upon his/her contacting the shift supervisor handling the vacation book. No vacation days projected by the supervisor with lower seniority will be "bumped" by the supervisor who was deemed to have passes his/her pick.

E. A new supervisor shall be advised of the requirement to project leave and shall, within a reasonable time, provide his/her annual projection to his/her supervisor.

F. Annual leave requests that are not part of an employee's annual projection shall be considered in relation to the agency's staffing needs and workload.

.06 Attachments/Links.

None.

.07 History.

A. This Directive supersedes provisions of any other prior existing Agency communication with which it may conflict.

.08 Distribution.

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