


STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF CORRECTION

 DIVISION OF CORRECTION DIRECTIVE	PROGRAM: PERSONNEL
	DCD #: 50-24
	TITLE: Annual Leave
	ISSUED: November 27, 2007
	APPROVED: <i>J. Michael Stouffer</i> J. Michael Stouffer INTERIM COMMISSIONER

- I. Reference: COMAR 17.04.11.04

- II. Applicable to: Division Headquarters, All Institutions and Maryland Correctional Enterprises

- III: Purpose: To set forth the policy and procedures concerning use of earned annual leave.

- IV. Definitions: Seniority – Total service time in the Division within the classification used in the group or unit being compared. Seniority shall be computed in days. In the event of a tie, the employee with the greater amount of days in the Division shall be considered senior. Should that result in a tie, the criteria used shall be the number of days in state service. In situations where a tie continues to persist, seniority shall be determined by random means. **The random tie-breaker will be updated each year before the next vacation picks are made.**

- V. Policy: It is the policy of the Division of Correction that the use of annual leave be coordinated with agency workload and scheduling requirements.

- VI. Procedure:
 - A. All employees 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 employee 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.

The projection of the maximum number of correctional shift personnel who may be permitted to take annual leave on the same day shall be calculated by the following:

1. The unit shall be the assigned shift.

2. Correctional Officers I and II are in the same group.

3. The warden will designate if sergeants are in the same group as correctional

officers for leave projection, or in a separate group.

4. Supervisors will be in separate groups by rank unless the warden designates a combined grouping to reflect the best method of scheduling leave to maintain operational coverage for that shift/facility.
5. On each shift for each group:
 - a. Project the number of annual leave days that will be earned by the group members:
 - 1) Staff with 0 to 4 full years of service earn 10 days per year.
 - 2) Staff with 5 to 9 full years of service earn 15 days per year.
 - 3) Staff with 10 to 19 full years of service earn 20 days per year.
 - 4) Staff with 20+ full years of service earn 25 days per year.
 - b. Divide the projected number of annual leave days that will be earned by the group members by the 364 days in a year (26 14-day periods). This is the maximum number who may be permitted to use annual leave on a day.
6. The warden may order that the calculation for personal leave use is combined with the calculation for annual leave to determine a combined maximum total number of annual and personal leave days that may be taken on any day.
7. The warden may also order that the calculation of the maximum number of holidays to be granted are included in the calculation with annual and/or personal leave for facilities that do not include a schedule of holidays in the standard work schedule.
8. The warden shall designate the maximum number of staff allowed to take annual leave on any one day for the vacation projection process.
 - a. The annual vacation projection process will be conducted in the fall so as to be complete prior to January 1st each year.
 - b. Each shift will prepare a vacation book for the following year with slots on each day for the maximum number of staff who will be permitted to project vacation within the group.
 - c. The vacation book will be offered first to the officer with the highest seniority, who will make his/her first pick. The supervisor will then offer the book to the officer with the next highest seniority and continue until all officers have had the opportunity to make their vacation pick.
 - d. The vacation book will then be offered for second vacation picks in

seniority order.

- e. The warden may permit the vacation book to be offered for a third pick.
 - f. To ensure that the vacation projection process proceeds in a timely manner, the warden shall establish a consistent method for all shifts to utilize for staff who are off duty when it is their turn to make a pick. This procedure may permit staff to submit a written list of desired vacation dates in priority order and/or designate a maximum number of phone call attempts before the officer will be determined to have passed.
 - g. If an officer is determined to have passed his/her pick due to the shift supervisor's inability to contact him/her while off duty, the officer will be permitted to make his/her pick for that round of the remaining available days upon his/her contacting the shift supervisor handling the vacation book. No vacation days projected by officers with lower seniority after the officer was deemed to have passed will be "bumped" by the officer who was deemed to have passed his/her pick.
9. Staff will use the following for each vacation book pick:
- a. A pick must consist of consecutive workdays around the officer's regular schedule of workdays.
 - b. A pick may be any number of days up to a maximum of two working weeks off.
 - c. A subsequent pick may not be adjacent to a previous pick so that it will provide a period of greater than two consecutive weeks off. The warden may waive this limitation for extenuating circumstances upon the officer's request.
- C. A new employee shall be advised of the requirement to project leave and shall, within a reasonable time, provide his/her annual projection to his/her supervisor.
 - D. The receiving facility for an employee who is transferred will honor the employee's first pick that was approved at the previous facility.
 - E. 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.
 - F. Annual Leave may be accumulated to a maximum of 50 days for full-time employees and carried into a new calendar year.

G. Each warden shall issue an institutional directive to implement and comply with this DCD.

VII. Attachment: None

VIII. Rescission: DCD 50-24, dated August 1, 1987

Distribution:

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