



MINIMUM TIME OFF GENERAL ORDER #9.03

Adopted: 08/04/2006
Replaces: NEW ORDER

POLICY

In order to avoid fatigue that may result in loss of productivity and may cause workplace accidents, employees shall be sufficiently rested to perform their assignments. Employees shall take at least one day off per week, except in cases of emergency, when required to testify in court, or at the direction of a supervisor.

PROCEDURE

- A. *Except in the case of a regular shift rotation, the Department shall make a good faith effort to minimize schedule changes which result in any employee working more than seven (7) consecutive days. Any employee scheduled to work more than seven (7) consecutive days may request vacation, or his/her floating holiday, and such a request shall be given preference over other vacation or holiday request not already approved.*
- B. *The Department shall make every effort to schedule at least ten (10) hours between the end of one regularly scheduled shift and the beginning of the next for each employee, except in the cases of a shift or rotation change or scheduled training day, in which cases the Department shall make every effort to schedule an interval of at least eight (8) hours.*
- C. Exceptions to these general rules may arise in cases of emergency, when an employee is required to testify in court, or when an employee is directed to work overtime by a supervisor to meet staffing requirements or to complete necessary work.
- D. Supervisors also should be aware of any authorized outside employment and voluntary overtime for the employees they schedule. *If the Department determines that such an overtime assignment might adversely impact the volunteer's ability to effectively perform his/her regular assignment, the Department need not accept the volunteer for the assignment.* If authorized outside employment or voluntary overtime contribute to the fatigue factor addressed by this Order, the supervisor shall notify the *Director* via the

chain of command so that the employee's approval for outside employment or voluntary overtime may be reviewed.

- E.** Employees shall not schedule voluntary overtime that does not provide a minimum of eight duty-free hours between normally-scheduled shifts, except as directed by a supervisor who is aware of the employee's work schedule only in the case of an emergency, or when the employee is required to testify in court, or when an employee is directed to work overtime by a supervisor to meet staffing requirements or to complete necessary work. Such scheduling should provide the employee with a twenty-four hour duty-free period in every seven consecutive calendar days.



**LAURA WILSON
DIRECTOR**