

SAN JOAQUIN COUNTY WORKNET EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT POLICIES AND PROCEDURES DIRECTIVE

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
24-26	May 1, 2025	Departmental	1 of 3
SUBJECT: OVERTIME EARNED AND TIME OFF REQUESTS			

I. PURPOSE

The purpose of this directive is to establish a uniform policy and procedure for the authorization of San Joaquin County Employment and Economic Development Department (EEDD) staff to accrue overtime, to request time off against accrued overtime, sick leave, annual leave, floating holidays, or to request time off without pay when the employee has no accrued time available for the purpose for which it is being requested.

II. GENERAL INFORMATION

All overtime earned and time-off requests must be entered into the Human Resource Management System (HRMS) used by San Joaquin County and EEDD. This requirement ensures accurate time tracking and payroll processing by the EEDD Financial Management Division and supports the San Joaquin County Auditor/Controller's recordkeeping responsibilities. By consistently using the HRMS, all EEDD employees will have access to an accurate record of accrued and used time, including annual leave, sick leave, overtime, and floating holidays, as well as current leave balances.

This directive supersedes PPD D-07 Overtime Earned Time Off Request Form, dated July 1, 2015.

III. POLICY

1. It is the administrative policy of EEDD that overtime should be used only when necessary and should not be considered standard practice. Overtime must be both reasonable and essential to support the effective and efficient operation of EEDD and the delivery of its programs and services.

2. It is the administrative policy of EEDD that all employees must follow these procedures to request either time off or overtime.

IV. PROCEDURE

1. **Time Off Requests:** All time off requests must be submitted at least two weeks in advance and approved by the supervisor. Exceptions may be considered on a case-by-case basis in the event of an emergency. Additionally, all time off requests must also be submitted and approved through the HRMS. Requests are only considered valid when they include both the employee's submission and the supervisor's approval. Instructional videos explaining the submission of absence requests are available on the San Joaquin County Intranet site.
2. **Overtime Approval:** All overtime must be approved in advance by the Executive Director or their designee. Supervisors are responsible for recommending overtime but must seek approval from EEDD Executive Management prior to the date and the overtime is to be worked—except in emergency workload situations.
3. **Supervisory Responsibility for Time Off:** Supervisors are responsible for managing time off for all employees under their supervision. Except in cases of employee emergencies or unplanned illness, time off should only be recommended when individual and unit workloads, deadlines, and operational needs can still be met.
4. **Justification for Overtime:** Before recommending overtime for approval, supervisors must determine that overtime is necessary to achieve department or unit goals and objectives. They must also confirm that both the employee and the department will directly contribute to meeting those goals through the proposed overtime work.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED



PATRICIA VIRGEN
EXECUTIVE DIRECTOR

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