

**\*Special Thanks to Tom Vaughn from the Stark County Board of Developmental Disabilities for creating and sharing this with us.**

**\*\*This is an example of how a larger county schedules IAs to ensure that investigations are timely started and completed when people are off work.**

## **Department of Investigative Services**

### **Vacation and Time-Off Case Rotation Procedure**

When an Investigative Agent schedules a planned vacation (defined as a scheduled vacation or scheduled out of the office training for 5 or more consecutive days), the case assignment and rotation in which should logically proceed is as follows:

~In order to optimize efficiency and to ensure that the IA has time to complete any open cases and to eliminate an IA having cases that would fall due on the IA's scheduled vacation, the IA will be in the rotation to receive cases of a non-protocol nature approximately 31 working days prior to the IA's scheduled vacation. 31 Working Days is necessary as the MUI case due dates are automatically assigned by the ITS for completion by the 31st working day. The IA should be out of protocol rotation for 5 consecutive days, or the length of time that correlates with the amount of vacation days taken. For example, if the IA plans to take 2 consecutive weeks of vacation, the IA will be out of protocol rotation for two consecutive weeks. To establish this, count 31 working days backwards from the day that the IA's scheduled vacation ends. Then count 31 days backwards from the second to the last day that the IA's vacation ends. Then count 31 days from the third to the last day that the IA's vacation ends, and so on and so forth.

See the below example:

If the IA takes a scheduled vacation for the week of February 22nd, begin by blocking that vacation week out on a calendar. (Please see the highlighted **Light Purple Dates**). Then, begin by counting 31 working days backward. In the below example, the vacation ends on Friday, so begin counting on that Friday. Follow the calendar as noted below. The end of the 31 days ends on February 13th. This ends the week of non-protocol cases for the IA (see the **Light Blue Dates**).

Calendar				
Monday	Tuesday	Wednesday	Thursday	Friday
December 28 Charlotte Off Darrel Off Stacy Off	29 Darrel Off Stacy Off	30 Darrel Off Stacy and Rocco Off	31 Darrel Off Stacy and Rocco Off	January 1, 2010 All Off 1/2 Day Darrel Off Stacy and Rocco Off 8:00am Cleaning
4	5	6	7 31 Non Prot Cases Only	8 Ray Off 8:00am Cleaning 31
11 31 Non Prot Cases Only	12 31 Non Prot Cases Only	13 31 Non Prot Cases Only	14 Charlotte No Cases 30	15 Charlotte No Cases 8:00am Cleaning 29
18 MLK All Off Holiday-MLK Day Do not count	19 Charlotte Off 28	20 Charlotte Off 27	21 Charlotte Off 26	22 Charlotte Off 8:00am Cleaning 1:30pm Refresh 25
25 24	26 23	27 22	28 21	29 Ray Off 8:00am Cleaning 20

February 1	2	3	4	5 8:00am Cleaning
19	18	17	16	15
8 8:00am Sanitize Work Station	9	10	11	12 8:00am Cleaning
14	13	12	11	10
15 Holiday- President's Day-do not count	16	17	18	19 8:00am Cleaning
9	8	7	6	Cases
22	23	24	25	26 8:00am Cleaning
5	4	3	2	1
Week of Scheduled Vacation				

~Two days prior to the IA's scheduled vacation, the IA will not receive any investigations. This will eliminate the possibility of being out of compliance per the MUI Rule for initiating cases (**Please refer to the Appendix A, section "Steps in Conducting a Protocol Investigation."**) This is demonstrated in the above example outlined in the **Light Orange Dates**.

~When there is an IA scheduled to be out of the office for 3 consecutive days, the IA will not receive any cases one day prior to the scheduled days off to ensure compliance of the MUI Rule (**Please refer to the Appendix A, section "Steps in Conducting a Protocol Investigation."**) The IA will be back in full rotation upon his/her return.

~When an IA has an unplanned or unscheduled time off, defined as a family emergency, impromptu training/meeting, etc. for any amount of time, the IA should make a reasonable attempt to transfer cases to another IA(s) as applicable in coordination with the MUI Supervisor. The MUI Supervisor will then notify the Intake IA to officially re-assign those cases and log onto the Intake and Case Coordination Worksheet as appropriate.