

**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

<b><u>Subject:</u></b>	<b><u>Policy Number</u></b>	<b><u>Page</u></b>
<b>VACATIONING DEPARTMENT HEADS AND ASSISTANT DEPARTMENT HEADS</b>	<b>C-9</b>	<b>1 of 1</b>

**Policy:**

1. A non-elected agency/department head and the senior employee next in authority, shall not take vacations at the same time except with approval of the County Executive Officer.
2. Elected department heads, subject to the provisions in Article 7 of A Resolution of the County of Riverside and other Agencies Providing Salaries and Related Matters for Exempt Management, Management, Confidential, and Other Unrepresented Employees (as revised from time to time), are requested not to permit their senior employee next in authority to take vacations at such time as the elected department head will be absent from office for periods in excess of one week.

**Reference:**

Minute Order 3.9 of 09/13/83  
Minute Order 3.3 of 04/10/07