

**AIR SUPPORT DIVISION**

**ASD ORDER NO. 5, 2000**

June 5, 2000

**TO:** All Air Support Division Personnel

**FROM:** Commanding Officer, Air Support Division

**SUBJECT:** VACATIONS

Vacations are an important part of employee morale and aviation safety. Division personnel should manage the scheduling and use of their vacation periods with due diligence. Language contained in various Department directives and the current Memorandum of Understanding (MOU) provides guidance regarding vacations. This order includes amplifying information regarding requests to defer or otherwise modify a scheduled vacation.

Division personnel are obligated to the Division Master Vacation Schedule. Division personnel are reminded that after vacation periods have been scheduled, changes in the schedule may not be made without the approval of the Commanding Officer, Air Support Division. Officers are permitted to defer all or part of their vacation for one year, there by accumulating unused vacation time to total not more than the number of days allowed in the current MOU.

Those persons desiring to defer or otherwise modify a scheduled vacation shall submit a request utilizing an Employee's Report (LAPD Form 15.7). The request shall include the dates of the currently scheduled vacation, nature of request (etc., deferral to another year, reschedule during current year to include requested dates, etc.) and any other information which may prove useful in determining the disposition of the request. Each such request should be submitted as soon as it becomes known that a deferral or other modification is desired.

It must be understood that requests to reschedule a vacation later in the current calendar year are subject to the restrictions imposed on the number of persons within a specialty group (e.g., TFO's, pilots, supervisors, etc.) allowed on vacation at any one time. That number is currently set at 12% of group strength (i.e., 2 TFO's, 4 pilots, and 2 supervisors). The Department Manual, Volume 3/726, provides amplifying information.

Questions regarding this order should be directed to the Division Adjutant.



K. R. HALE, Captain  
Commanding Officer  
Air Support Division