

Memorandum

Date: June 10, 2008

To: ALL CIM CORRECTIONAL OFFICERS, SERGEANTS & LIEUTENANTS

Subject: **2009 VACATION BID SCHEDULE FOR ALL CUSTODY RANKS**

The 2009 Vacation Bid Period is quickly approaching. Please take notice of the vacation bid schedule dates of events listed below. If you are scheduled for a vacation during the bid period you may report to personnel assignments and pick-up a bid form prior to the start of your vacation. However, the bid form must be turned in by the due date. All other staff are to adhere to the schedule.

- 08/04/08** 2009 3-week Vacation Bid Sheets distributed for all Ranks. The bid form is also available at www.cimccpoa.blogspot.com for officers and www.csonet.org for supervisors.
- 08/29/08** 2009 3-week Vacation Bid Sheets for all Ranks are due to the Personnel Assignment Office by 1600 hrs. **Staff can turn their bid form in anytime between 08/04/08 to 08/29/08.**
- 09/15/08** 2009 3-week Vacation Results will be posted for all Ranks. Results also posted at www.cimccpoa.blogspot.com for officers and www.csonet.org for supervisors.
- 09/15/08** 2009 Supervisor 2-week Vacation Bid Sheets and Officers 1-week Vacation Bid Sheets will be distributed. Also available at www.cimccpoa.blogspot.com and www.csonet.org
- 10/10/08** Supervisor 2-week and Officer's 1-week Vacation bid Sheets **due to the Personnel Assignment Office by 1600 hrs.**
- 10/27/08** Supervisor 2-week and Officer's 1-week Vacation Results posted. Results also posted at www.cimccpoa.blogspot.com and www.csonet.org
- 12/01/08** Supervisor and Officer's 2009 Vacation "Stand-by" Request Forms **accepted until the close of business (1600 hrs) to be placed on the list by seniority. Any forms accepted after this date will be placed on the Stand-by list in the order they are received.**
- 01/05/09** 2009 Vacation Schedule begins for all Ranks.
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Supervisors and Officers in Vacation Relief Bid Positions are to adhere to the following schedule for the Bid process of selecting vacation work schedules.

- 11/10/08** Supervisor and Officer VR Bid Packages Available.
- 11/28/08** Supervisor and Officer VR Bid Packages due by 1600 hours.
- 12/22/08** Supervisor and Officer VR Bid Result Packages completed and ready for pick-up.
- 01/05/09** 2009 Vacation Schedule begins for all Ranks.

T. DIAZ

CIM Personnel Assignment Lieutenant