



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

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
25-30	May 19, 2026	Departmental	1 of 3
SUBJECT: REQUEST FOR A TEMPORARY MODIFIED WORK SCHEDULE			

I. PURPOSE

This directive establishes the San Joaquin County Employment and Economic Development Department (EEDD) policies, procedures, and guidelines for the submission and review of requests for temporary modified work schedules.

II. GENERAL INFORMATION

Employees may request temporary modifications to their work schedules due to personal hardship, unforeseen circumstances, or short-term needs that affect their availability. The department may consider such requests when they are reasonable, time-limited, and compatible with operational needs.

Temporary modified work schedules are intended to provide flexibility while maintaining effective service delivery and productivity. An approved modification must:

- Support the continued performance of assigned duties;
- Minimize disruption to Department operations;
- Avoid creating undue burden on other staff; and
- Include a clearly defined duration.

Temporary modified work schedules are not intended to be permanent changes to assigned schedules and do not alter the essential functions of a position.

This directive supersedes PPD D-52, Request for a Temporary Modified Work Schedule Due To a Personal Hardship or Emergency Situation of Employees in the Department, dated April 17, 2020.

III. POLICY

It is the policy of the EEDD that employees may request temporary modifications to their work due to personal hardship, unforeseen circumstances, or short-term needs that affect their availability. Such requests may be considered on a case-by-case basis when they are reasonable, time-limited, and compatible with operational needs, subject to supervisory approval and compliance with applicable County policies and collective bargaining agreements or memoranda of understanding. Approval of any request is at the discretion of the department and is not guaranteed.

IV. PROCEDURE

Employees requesting a temporary modified work schedule shall follow this procedure:

1. The employee must discuss the need for the request with their immediate supervisor prior to submitting a formal request.
2. The request must be temporary in nature and include a clearly defined start and end date.
3. The request must be submitted in writing in memorandum format and include sufficient detail to support review and include, at a minimum, the following:
 - The proposed modified work schedule;
 - The duration of the request; and
 - Any anticipated impact on assigned duties or team operations.
4. The immediate supervisor shall evaluate the request in consultation with the appropriate manager, considering operational feasibility and staffing needs.
5. If supported, the supervisor shall forward the request to the manager with a recommendation.
6. The manager shall review the request and make the final determination based on:
 - Operational impact and service delivery needs;
 - Impact on team workload and staffing;
 - Consistency with County policies and applicable collective bargaining agreements or MOUs; and
 - The employee's ability to perform essential job functions under the proposed schedule.

7. Approved requests shall be documented and distributed to all relevant parties. The original documentation shall be maintained in the employee's official personnel file in accordance with Department recordkeeping procedures.

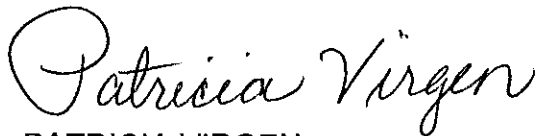
V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of 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

A handwritten signature in black ink that reads "Patricia Virgen". The signature is written in a cursive, flowing style.

PATRICIA VIRGEN
EXECUTIVE DIRECTOR

PV:jl