



*Arizona Department of Child Safety*

**Douglas A. Ducey**  
Governor

**Gregory McKay**  
Director

To: All DCS Field Staff and Field Management

From: Shalom Jacobs, Deputy Director of Field Operations

Re: Requests for Annual Leave

Date: August 6, 2018

Effective immediately, the following will apply to Field Operations employee requests for annual leave:

- Annual Leave for more than two (2) weeks will require prior approval from the respective **Program Manager**
- Annual Leave over four (4) weeks will require prior approval from the respective **Program Administrator**
- When approving annual leave requests in these circumstances, the respective Program Manager/Administrator will ensure there is adequate coverage in the office for the timeframe requested
- Leave without pay over one week will require prior approval from the respective **Program Administrator** or Human Resources, if applicable.

This administrative directive is effective August 6, 2018 and replaces any prior directives or policy on the matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Shalom Jacobs".

Shalom Jacobs  
Deputy Director of Field Operations  
Department of Child Safety