

GENERAL ORDER 22.2.2

Leave Requests

GENERAL ORDER CROSS-REFERENCE: None.

SUMMARY

Establishes a procedure for requesting and scheduling of compensatory, holiday, vacation, sick and other leaves.

DISCUSSION

The City Personnel Manual and , labor agreements currently contain the specific guidelines for types of leave, how they are accrued, and the limitations on accrual and leave.

In establishing a procedure for leave requests it is important to recognize differences in the types of leave. Sick, family (parental) and worker's compensation leaves are unavoidable and there is limited ability to preplan work schedules. Compensatory, holiday and vacation leaves are normally preplanned and therefore are occasionally subject to staffing and economic limitations.

It is the desire of the Department to grant leave requests. The following procedure will provide guidelines as to when a leave request shall be granted and when such request may be denied.

POLICY

I

This General Order will recognize the following definitions:

Block Leave:

Five or more leave days in any combination of compensatory, holiday or vacation leave. Overtime required during regularly scheduled days off should not result in the denial of block leave.

Short Term Leave:

Four or fewer leave days in any combination of compensatory, holiday or vacation leave.

Emergency:

An unexpected situation or sudden occurrence of a serious or urgent nature that demands immediate action. The need to hire overtime does not in and of itself constitute an emergency. An Emergency may only be declared by the Chief of Police or designee.

II

Use of sick leave will be governed by the work rules of the involved individual. Work schedules will be covered by overtime, adjusted schedules or by whatever means the Department deems appropriate.

III

There are various types of leave with pay; e.g., jury duty, witness appearances, and training. Types of leave are outlined in the City Personnel Manual or labor agreements and guidelines for their use are contained therein. It will be Department policy to cover work schedules as necessary.

IV

The guidelines for leave without pay are also contained in the City Personnel Manual or labor agreements. Because this type of leave requires preauthorization, the Department will cover employee absence by whatever means the Department deems appropriate.

V

The current City Personnel Manual and labor agreements are specific as to how compensatory, holiday and vacation leaves are accrued and to limitations on the accrual, but are not specific as to when such leave may be taken. This G.O. provides guidelines for when these types of leave shall be granted.

The Department will grant any block leave request with the following restrictions:

1. Not more than five Police Officers (any combination of patrol officers and traffic officers) will be allowed to be on block leave at any one time from the Patrol Division.
2. Not more than two Police Officers will be allowed to be on block leave from the Investigations Division.

3. Not more than one Patrol Community Service Officer shall be allowed on block leave at any one time.
4. Not more than one Patrol Sergeant assigned as a Watch Commander will be allowed to be on block leave at any one time from the Patrol Division.
5. Not more than two Communication Officers will be allowed on block leave at any one time.
6. Not more than two Police Records Communication Specialists will be allowed on block leave at any one time.
7. Not more than one Property employee will be allowed on block leave at any one time.
8. Not more than one Community Outreach Unit member shall be allowed on block leave at any one time.
9. Not more than two Detention Officers/Sergeants shall be allowed on block leave at any one time. Block leave for Detention Officers and Sergeants is defined as three or more leave days in any combination of compensatory, holiday or vacation leave.

The Supervisor may grant additional leaves, in excess of the restrictions, only if the leave will not cause the hiring of overtime.

Annual selection of block leave will be based on Department seniority. In the first portion of each calendar year seniority lists of Department personnel shall be posted. Each Division shall post a list of their personnel for purposes of establishing leave requests. All personnel will request their first choice of block leave by seniority until all personnel have scheduled a block leave period. In the event some personnel do not use their entire block leave, a second opportunity, based on seniority, for block leave requests will be offered. Should a member not choose a block leave period at this time, or decides not to use all of his/her accumulated block leave, he/she cannot later claim seniority. A member will be allowed to add additional time off to block leave at a later date, as long as the request is made at least 12 days prior to the first day off of the original block leave request. If the member is requesting to add time off to the beginning of a scheduled block leave, the request must be made at least 12 days prior to the first day off of the additional leave. All previously listed restrictions, 1 – 12 continue to apply. Notwithstanding the 12 day notification request, a member will be allowed to add additional time off to block leave as long as the hiring of overtime is not required.

For other personnel, annual block leave requests will be made in accordance with the Division Commander's instructions.

VI

Following the annual process described in V, any request for block leave shall be submitted 12 or more days prior to the leave date. The request shall be presented to a supervisor who shall date and initial the memo to indicate receipt of the request. The request for block leave shall be granted whenever the request complies with section V. The employee will be informed if the block leave request is approved or denied as soon as possible, but in no event shall the decision be delayed for more than 72 hours.

Short term leave requests will be granted only on a case by case basis. Requests shall be presented to a supervisor who shall date and initial the memo to indicate receipt of the request. Although these will be generally granted, they are fully conditional on staffing needs. It will be Department policy to deny short term leave requests if granting them cause the hiring of overtime or the leave interferes with special assignments or duties anticipated by the Watch Commander or Division Commander. The employee will be informed if the leave request is approved or denied twelve days prior to the requested leave date.

After an employee's initial vacation selection, no discretionary leave shall be granted that is in excess of the employee's accrued balance in the People Soft payroll system at the time the request is made. If a block leave is granted and an employee exhausts his/her time bank prior to the leave, any time off in excess of available discretionary time will be cancelled and the employee will be expected to be present for assigned work shifts. It is the employee's responsibility to manage their own leave bank. As stated above should an employee be granted leave and not have the accrued time off balance to cover the leave they will be expected to return to work. Should circumstances prevent their return the unpaid leave will be treated as unauthorized leave without pay and the involved employee may be subject to discipline.

Exceptions to section VI, paragraph one may be granted by Division Commander. Exceptions to section VI, paragraph two may be granted by a supervisor.

VII

Once leave is granted, the Department will not rescind the leave unless an emergency is declared. Employees who have been granted a block leave shall not be able to cancel the block leave except in special or unique circumstances. Only a Division Commander may approve an employee wishing to rescind their block leave. Employees who have begun a block leave shall not be allowed to terminate the leave and return to work before 5 leave days have been used (exclusive of regularly scheduled days off).

Richard L. Lewis
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