Cross Reference: .....3.37

I. Policy Statements
A. Division personnel shall determine whether they will have a sufficient amount of accrued holiday time, vacation time, Personal Emergency Leave (PEL), or Personal Business Day (PBD) time before submitting a leave request.

B. Division personnel shall determine whether they currently have a sufficient amount of compensatory time before submitting a leave request. Compensatory time shall not be used in the same payperiod as it is earned. Compensatory time that has not appeared on the employee’s pay stub shall not be considered when determining if Division personnel will have a sufficient amount of accrued leave before submitting a leave request.

C. Division personnel without a sufficient leave balance to cover a request at the time of the leave will be absent without leave and subject to discipline and loss of pay.

D. Division personnel shall follow the procedures set forth in Section II, B, “Absence Without Leave” before taking absence without leave, including being marked-off sick when all accrued leaves have been depleted.

E. Annual Vacation
1. Restrictions may occur during peak workload months, holidays, special events, or as needed. Bureau commanders shall ensure that specific guidelines are developed each year for their respective bureaus. The Patrol Subdivisions’ Deputy Chiefs shall coordinate to ensure that consistent policies are used for all Patrol personnel.

2. Division personnel scheduling annual vacation shall do so in accordance with the appropriate collective bargaining agreements (CBA).

3. Division personnel shall include their regular days off in their vacation requests if they want to ensure that these days are approved. Regular days off will not count towards a unit’s maximum number of persons allowed off.

F. Timekeepers shall refer to the Timekeeper’s Manual as appropriate.
II. Procedures

A. Vacation, Compensatory, or Holiday Leave with Pay

1. Division Personnel
   a. Complete a Request for Leave, form A-31.100, and check the appropriate box for “Vacation”, “Compensatory”, or “Holiday”. Use a separate leave request for each payperiod when the leave involves days in different payperiods.
   b. Personnel are expected to submit Request for Leave forms for annual vacation at least two weeks prior to the first day of leave.
   c. Forward the leave request to your supervisor.

2. Supervisor
   a. Approve or disapprove the leave request.
      1. Only approve casual leave requests if the status of annual leaves is known.
   b. Notify the requestor of approval or disapproval.
   c. If approved, sign the request and forward it to the timekeeper.

B. Unpaid Leave

1. Division Personnel
   Forward a Request for Leave indicating absence without leave by checking the box for “Unpaid,” with a letter of explanation through the chain of command to the Chief of Police. Failure to gain approval prior to using unpaid leave may result in discipline.

2. Supervisor
   Sign the request, recommend approval or disapproval, and forward it and the letter of explanation through the chain of command to the Chief.

3. Chief of Police
   a. Forward the requests to the Public Safety Director in accordance with the appropriate CBAs.
   b. Forward approved requests to the Payroll Unit.
   c. Return disapproved requests to the appropriate bureau commander.

4. Payroll Unit
   a. Process approved requests.
   b. Document unpaid leave per the direction of the requestor’s deputy chief.
   c. Forward requests to the appropriate bureau commander.
5. Bureau Commander
   a. Forward approved requests to the timekeeper.
   b. Cause the requestor to be notified of approval or disapproval.

C. Personal Emergency Leave (PEL)
   1. Sworn Personnel
      a. Before reporting for duty, notify the Information Desk at least one hour but not more than 24 hours prior to the beginning of your tour.
         
         Refer to the appropriate CBA.
         
      b. When on duty, contact your immediate supervisor and request permission to take PEL. Approval of the request is not guaranteed but will not be unreasonably withheld. If the request is approved, notify the Information Desk.

   2. Information Desk Personnel
      Refer to the unit’s SOP manual.

D. Personal Business Day (PBD)
   1. Civilian Personnel Employed Under CMAGE, AFSCME, OLC, or MCP
      a. Refer to the appropriate CBA/compensation plan for details regarding use of PBD(s).
      b. Complete a Request for Leave, check the box for “Personal Business Day/Civilian Only,” list the appropriate CBA/compensation plan, and submit the request to your supervisor.

   2. Supervisor
      a. Approve or disapprove the request for the PBD.
      b. Notify the requestor of approval or disapproval.
      c. If approved, sign the request and forward to the timekeeper.

E. Military Leave
   1. Division Personnel
      a. Notify your supervisor upon receipt of military orders to report to duty or training.
      b. Complete a Request for Leave, check the box for “Military”, attach the original orders and forward it through your chain of command to the Payroll Unit. If the original orders are not immediately available, forward a copy of the orders to the Payroll Unit as soon as possible and no later than your return from active duty or active duty training. For inactive duty training, forward a copy of the schedule through your immediate supervisor to the Payroll Unit.
      c. Attach a copy of the orders to the first leave request when military leave spans two payperiods.
d. Request for military leave exceeding 176 hours in a calendar year:
   
   (1) Refer to the appropriate CBA.
   
   (a) Forward a Request for Leave for up to an additional 15 days (120 hours) military leave through your chain of command to the Chief of Police.
   
   (b) Request military leave with pay, without pay, or with accumulated leave, and
   
   (c) If approved, forward the military pay voucher (LES) to the Payroll Unit as soon as you receive it.

   (2) Refer to the appropriate City Ordinance(s) for military leave due to Homeland Security issues or in connection with international and domestic response events.

2. Supervisor

   a. If the Request for Leave is for leave not exceeding 176 hours in a calendar year, sign the leave request and forward with the military orders or inactive duty training schedule to the timekeeper.
   
   b. If the Request for Leave is for leave exceeding 176 hours in a calendar year, recommend approval or disapproval and forward through your chain of command to the Chief of Police.

3. Chain of Command

   Recommend approval or disapproval of the Request for Leave for leave exceeding 176 hours in a calendar year and forward to the Chief of Police.

4. Chief of Police

   a. Approve or disapprove the Request for Leave for leave in excess of 176 hours in a calendar year.
   
   b. Cause the involved personnel to be notified if military leave in excess of 176 hours in a calendar year has been approved or disapproved.

F. Jury Duty Leave

1. Division Personnel

   a. Upon receiving a notice to report for jury duty, present the notice to your immediate supervisor.
   
   b. Complete a Request for Leave and check the box for “Other.” Use a separate leave request for each payperiod when the leave involves days in different payperiods.

   (1) Specify “Jury Duty” and enter the dates of jury service.
   
   (2) Attach a copy of the jury duty notice to the leave request.
   
   (3) Forward the leave request to your supervisor.
   
   c. You will normally be assigned to the first shift, Monday through Friday, for the duration of jury duty.
d. If, upon reporting for jury duty on a given day, you are released, do one of the following:

(1) Report to the supervisor for duty at your normally assigned duty station.

(2) Submit a leave request for the remainder of the day.

e. Upon completion of jury duty, present the time report signed by the assignment commissioner or appropriate court official to your immediate supervisor.

f. Upon receipt of payment for jury service, submit the fee to the Administrative Deputy Chief.

2. Civilian Personnel

In addition to the above procedures, if you are not required to be in court for jury duty for 2 or more hours of your regular tour of duty, then report to the supervisor for duty at your regularly assigned duty station.

3. Supervisor

a. Copy the jury duty notice and forward it to the Personnel Unit.

b. Sign the leave request and forward it to the timekeeper, with a copy of the jury duty notice attached.

c. Notify the employee of the exact time he or she shall be released from work to report for jury duty or return to work after being released from jury duty.

4. Personnel Unit

Record and file jury duty notices in employees’ personnel files.

5. Administrative Deputy Chief

Cause jury service fees to be deposited with the City Treasurer.

G. All Other Leaves

1. Division Personnel

a. Complete an Request for Leave form and check the box for “Other.” Use a separate leave request for each payperiod when the leave involves days in different payperiods.

b. Specify leave type by referring to the appropriate CBA for leave type.

c. Forward the leave request, with necessary supporting documentation, if necessary, to your supervisor.

2. Supervisor

a. Refer to the appropriate CBA, if necessary.

b. Approve or disapprove the leave request.

c. Notify the requestor of approval or disapproval.

d. If approved, sign the request and forward it to the timekeeper.
H. Lodge CBA Release

1. Sworn Personnel
   a. Notify your assigned or covering supervisor and request release from regular duty prior to using CBA Release time.
   b. If CBA Release type is listed on the Request for Lodge CBA Release, form A-31.100F, complete the request. Check the appropriate Release box requested and forward to your assigned or covering supervisor.
   c. Attach a copy of any written documentation from the approving Lodge designee to the Release request.
   d. Use a separate Release request for each payperiod when the release involves days in different payperiods.

2. Supervisor
   a. Review the appropriate CBA provisions as they relate to City approval.
   b. Approve or disapprove the Release request.
      (1) Advise the chain of command if staffing levels do not permit the request to be accommodated.
      (2) Notify the requestor of approval or disapproval.
   c. Do not approve any request for Lodge release involving the Lodge Time Bank unless in possession of written authorization from an appropriate Lodge designee. A list of Lodge designees can be located on the Division Intranet under the Discipline-Grievance link.
   d. If approved, sign the Release request and forward it to the timekeeper. Attach a copy of the written documentation (such as an email or letter from Lodge) to the Release request, as necessary.

3. Payroll Unit
   a. Process approved requests.
   b. Forward requests to the Division designee responsible for tracking the Lodge Time Bank.