

112. LEAVE POLICY



RICHFIELD POLICE DEPARTMENT POLICY

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Authority: Chief Jay Henthorne

NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

I. PURPOSE

The purpose of this Policy is to establish procedures for the granting or denying of requests to use accrued vacation, holiday, compensatory, personal leave, "blue days" and department authorized "trade time/days."

II. POLICY

It is the policy of this department that all leave requests be granted in compliance with contract provisions and in a fair and equitable manner. When considering leave requests the duty supervisors shall always consider the needs of the department first. The schedule needs to ensure that adequate service is provided to the community, and that officer safety is maintained. The Chief of Police or his designee reserve the right to deny any leave request based these public safety concerns.

III. DEFINITIONS

For purposes of this Policy, the terms defined in this section have the meanings given them.

PERSONAL LEAVE: Leave accrued over a period of time per union contract. May be used for any reason and is required to be used for illness or injury.

VACATION LEAVE: Leave accrued over a period of time as a regular, full-time employee to be used for requested time off. Vacation leave is granted by a seniority selection process.

HOLIDAY LEAVE: Leave accrued over a period of time that can be used for requested time off. Holiday leave is assigned by City policy and union contract. Holiday leave may be used at any time, but must be approved by the Chief or designated representative.

COMPENSATORY LEAVE: Also referred to as a "Comp. Day." It is paid time off which is earned and accrued by an officer in lieu of immediate cash payment for employment in excess of the officer's regularly scheduled shift.

BLUE DAY: Leave time accrued during a six week work period when assigned to patrol/12 hour shifts. It is accrued due to an excessive amount of scheduled time an officer worked.

TRADE TIME/DAYS: Leave time granted to sworn personnel as compensation for participating in a department authorized event. They must be used within four weeks of the event and are subject to change at any time.

IV. PROCEDURE

GENERAL

All leave requests shall be requested on a *Leave Request* form and submitted to the officer's immediate duty supervisor.

Leave slips shall not be submitted prior to the posting of a specific bid period on the Patrol Division schedule.

Duty supervisors shall not use specialty officers to fulfill minimum staffing requirements unless authorized by a member of the command staff.

Duty supervisors shall date and initial all *Leave Request* forms when they are received.

Duty supervisors shall not forward the *Leave Request* forms until the first day of the leave request.

LEAVE REQUEST - FULL SHIFTS

1) Extended Leave

- a) Leave requests of 5 or more days, considered extended leave, will be reviewed not more than 60 days prior to the requested leave date and should be responded to within 72 hours of review.
- b) Requests for extended leave should be granted based upon date of original request, except those requests for extended leave which are controlled by a collective bargaining agreement which should be granted in conformance with that agreement. If the agreement only addresses seniority, then the agreement only provides a mechanism to order the multiple requests for extended leave. It does not attach any higher priority to extended leave so that it takes precedence over previously approved requests for short term leave.

2) Short Term Leave

- a) Leave requests of 4 days or less, which is considered short term leave, will be reviewed not more than 30 days prior to the requested leave date.
- b) Requests for short term leave **shall** be granted based upon date of original request.

3) "Blue Days"

- a) Shall be used within their 6 week period unless approved by the section Lieutenant.
- b) Shall be used as a full shift.
- c) Shall be subject to change at any time.

4) Trade time/days

- a) Should be accrued for department authorized training or department authorized special events.
- b) Used with the approval of the duty supervisor.
- c) Shall be used within 4 weeks of being accrued or one day prior to the event.
- d) Partial trade time shall be approved by the duty supervisor (detectives).
- e) Officers assigned to patrol shall use trade time as a full shift. If necessary, it must be submitted with a *Leave Request* form.
- f) Shall be subject to change at any time.

5) Administrative Days

- a) Shall be assigned to duty supervisors who are responsible for additional duties as assigned. Administrative Days require prior approval from the section Lieutenant.

LEAVE REQUEST - PARTIAL SHIFTS

Leave time during the shift or at the end of the shift may be requested at any time but should not be approved until the officer's duty supervisor can assess immediate staffing requirements.

Any partial leave request should be approved only when the duty supervisor judges that the officer's absence will not cause inadequate staffing.

All leave requests should be submitted directly to the officer's duty supervisor.

LEAVE REQUEST - DUE TO ILLNESS

Except in emergency situations, officers requesting leave due to illness should personally contact the duty supervisor and receive direct approval. If the duty supervisor is not immediately available, the officer will leave a telephone number, and the duty supervisor will make contact with the officer as soon as possible.

Officers should notify the duty supervisor as soon as they are reasonably certain they will not be able to work their shift. Leave due to illness should be granted only by the duty supervisor or command officer.

1) Personal Leave shall be used for all absences due to illness.

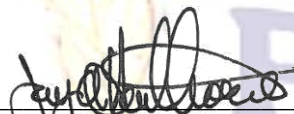
- a) An officer who does not have sufficient accrued personal leave available **shall** not use vacation, holiday, or compensatory time in lieu of personal leave. If the officer is not able to report for duty, the officer **shall** be on unapproved leave pending review by the Chief of Police.
- b) If an officer's personal leave time is depleted due to a prolonged or extended illness or injury, and the officer is unable to return to work due to illness, the officer may request the Chief of Police who may, at his discretion, authorize the use of vacation, holiday, or compensatory time for absence due to illness for a specified period.

2) Leave without pay shall be used in accordance with the City Leave Policy.

ACCOUNTABILITY

Signatures by Supervisors and Staff members indicate approval of leave requests based on scheduling and staffing considerations. It is the requesting officer's responsibility to insure he/she has adequate time accrued for the leave.

By Order Of:



Chief of Police