

DEPARTMENT GENERAL ORDER 07-27

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 99-05
SOP 300.24.13

DATE: January 25, 2007

VACATION LEAVE

I. PURPOSE.

To provide guidelines in regard to the allotment and use of vacation leave. This will include existing and potential restrictions on how and when earned vacation leave may be utilized.

II. VACATION ALLOTMENT.

Newly hired full-time employees (except those employees who are not eligible for paid leaves) earn vacation leave at a rate of eight hours per month. However, newly hired employees may not take vacation leave until they have successfully completed their initial six month period of service. Once this period has concluded, and as years of service progress, full-time employees will earn vacation time in accordance with the following schedule:

Up to four years of service	-	96 hours per year
Four to seven years of service	-	112 hours per year
Seven to ten years of service	-	128 hours per year
Ten to fifteen years of service	-	144 hours per year
Fifteen to twenty years of service	-	160 hours per year
Twenty to twenty-five years of service	-	176 hours per year
Twenty-five years of service and greater	-	200 hours per year

After one year of employment, part time employees who worked at least 1040 hours with no break in service during the prior twelve month period shall be credited with vacation leave on a pro-rated schedule of the rates listed above. The amount of hours credited shall be based on the actual number of hours worked in the prior twelve months

Employees shall be credited with their full allotment of vacation leave on January 1st of each calendar year. However, it should be noted that despite crediting each employee with their full allotment of vacation leave at the beginning of each year, employees will earn vacation leave on a monthly basis in accordance with the above seniority rates.

Employees who are terminated or resign with less than six months of service shall not be paid for any accrued vacation leave. Should an employee with more than six months service leave the department through resignation, retirement, etc. and have utilized vacation leave in excess of that earned, the City will adjust the employee's final paycheck to recoup the difference. Similarly, should a department member leave the employ of the City and have accrued/earned vacation on the books, the City shall compensate the employee for the unused vacation at the applicable rate of salary.

The total amount of vacation leave does not have to be utilized within the calendar year in which it was earned. Full-time employees may, at their discretion, carry over a maximum of eighty (80) hours of vacation leave from one year to the next without official approval. Part-time employees, those who work in excess of 1040 hours per year, may carry up to forty (40) hours of unused vacation time from one year to the next.

III. VACATION SCHEDULING.

At the beginning of each calendar year a vacation roster, along with a departmental seniority list, will be posted in the Field Operations Bureau. Department personnel will have until February 28th of each year to select their initial vacation periods according to rank and seniority. Each selection shall require the approval of the employee's supervisor or commander. This shall be accomplished by the supervisor or commander initialing the appropriate selection of the vacation roster. Should an employee fail to select a vacation period by the February 28th cutoff date, those employees who did in fact choose will be given precedence in the event a later conflict of dates occurs.

Selection of a vacation period relinquishes seniority to the next employee for his or her selection until all personnel in that specific bureau, division, or unit have picked a vacation period. Additional vacation periods may be selected in the same manner by seniority and with authorized approval.

For the purposes discussed above, a vacation period shall be considered as no less than five (5) consecutively scheduled work shifts, nor more than ten (10) consecutively scheduled work shifts. Holidays, comp days, etc. may also be integrated with earned vacation time. However, in either case, the amount of vacation leave selected may not exceed seventeen (17) calendar days in a row without the express consent of the Chief of Police.

Vacations requests for five (5) calendar days or less shall be on a first-come first-serve basis and while they will not generally be bound by seniority restrictions, these leave requests shall require supervisory approval in the same fashion as that applied to extended vacation periods. The exception to this procedure shall occur during the vacation selection period that ends each February 28, where potential conflicts with competing leave requests will be settled on the basis of seniority.

Vacation leave may also be used in hourly increments contingent upon manpower levels and a supervisor's approval.

IV. ADMINISTRATION OF VACATION LEAVE.

Department employees who elect to utilize vacation leave shall obtain prior approval from their immediate supervisor or commander, whenever possible. The time selected shall then be duly marked on the Daily Time Sheet in red ink. The commander of the Criminal Investigations Division shall subsequently review the time sheets and deduct the amount of vacation leave used by various employees from the total number of hours available for each. Leave data will then be entered on a payroll administration form and submitted to the city on a monthly basis. Similarly, at the beginning of each month, the commander of the Criminal Investigations Division shall prepare and distribute a leave balance sheet listing current available leave totals for each member of the department.

V. VACATION LEAVE RESTRICTIONS.

The use of vacation leave and other types of discretionary leave may be restricted during the Christmas holiday period and in connection with special events or other incidents as deemed necessary by the Chief of Police.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

CALEA Reference: 22.2.1