

## **DEPARTMENT GENERAL ORDER 03-13**

OFFICE of the CHIEF OF POLICE  
REPLACES: General Order 98-36/98-36A  
SOP: 300.29.00

DATE: October 15, 2003

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### **LEAVE RESTRICTIONS**

#### **I. PURPOSE.**

To control the use of discretionary leave during certain special events and other periods of time where the demand for police and/or security services necessitates maximizing the deployment of personnel.

#### **II. GENERAL.**

The use of certain types of discretionary leave shall be restricted during the Christmas holiday period and in connection with such other occasions as deemed necessary by the Chief of Police.

##### **A. Christmas Holiday Period**

December 20<sup>th</sup> through January 1<sup>st</sup> shall not be a period in which a seniority-based vacation selection may be requested. During this time period, twelve-hour shift employees will only be permitted to utilize vacation leave, personal holiday leave, or compensatory time for an aggregate total of twenty-four (24) hours leave time. Eight-hour shift employees may not take any combination of vacation, personal holiday, or compensatory time which totals more than an aggregate of thirty-two (32) hours of leave time. However, such leave may be taken in conjunction with an employee's regularly scheduled days off and/or the actual holiday(s) themselves.

1) Exceptions

The leave restrictions outlined in paragraph A shall not apply to:

- a. Department personnel on detached service to a temporary Assignment (e.g. academy instructor, drug unit officer, school resource officer, etc.)
- b. Non-essential personnel as determined by the Chief of Police or a bureau commander.

B. Special Events/Operations

Discretionary leave (vacation leave, personal holidays, and compensatory time) may be restricted or canceled to accommodate anticipated manpower requirements for certain special events and/or operational deployments. The restriction on such leaves shall be at the discretion of the Chief of Police, who will provide as much advance notice of leave restrictions as possible.

Regularly scheduled days off may also be canceled in tandem with leave restrictions, and information concerning same shall generally be included in the Special Order announcing discretionary leave restrictions.

BY ORDER OF:

THOMAS J. BYRNE  
Chief of Police

TJB:dld

CALEA Reference: 22.2.1