

Policy Series 700: Administration of Leave
710 - Vacation (V) Leave Time

PI - Automated Timekeeping
System Procedures

Policy 710-2

I. POLICY

- A. All members, except the Chief of Police, accrue vacation leave based on the number of years of service. The amount of vacation leave granted to the Chief is determined by the Board of Police Commissioners.
- B. The calendar year, January 1 through December 31, is used for the purpose of accruing and granting vacation leave. Vacation leave earned during one calendar year will be granted the following calendar year.
- C. Vacation leave will be scheduled in accordance with the member's personal preference and operating requirements of the assigned element.
- * D. Vacation leave time may be taken in hourly increments and will be earned by the following schedule:
 - 1. First Calendar Year of Employment
 - a. A member appointed after the first work day in a calendar year will earn eight hours of vacation leave per month for that year. That earned vacation leave will be granted on January 1 of the next calendar year.
 - b. A member appointed on or before the 15th day of the month will earn eight hours of vacation leave for that month; a member appointed after the 15th day of the month will not.
 - 2. Less Than Five Years - Member will begin to earn 104 hours of leave on the first day of the calendar year immediately following the calendar year of appointment.
 - 3. At Least Five But Less Than Ten Years - Member will begin to earn 160 hours of leave on the first day of the calendar year in which the member will complete four years of service.
 - 4. At Least Ten But Less Than Fifteen Years - Member will begin to earn 184 hours of leave on the first day of the calendar year in which the member will complete nine years of service.
 - 5. Fifteen or More Years - Member will begin to earn 200 hours of leave on the first day of the calendar year in which the member will complete fourteen years of service.

- E. Earned vacation leave will not be carried forward into the next calendar year except as provided in specific Personnel Policies, e.g., Limited Duty, Duty-Related Injuries, etc.
- F. Separating members will be compensated for vacation leave earned but not taken as of the last day worked.
- G. Any exceptions to this policy must be approved by the Chief of Police.

II. PROCEDURES

- A. To request vacation leave of three days or less, a member will verbally request approval from the immediate supervisor.
- B. To request vacation leave of more than three days, a member will submit a Form 1 P.D., Application For Leave, to the immediate supervisor. Upon approval, the Form 1 P.D. will be forwarded through the chain of command to the division commander for final approval.
 - 1. Requests for vacation leave by division commanders will be approved by bureau commanders.
 - 2. Requests for vacation leave by bureau commanders will be approved by the Chief of Police.
- C. To request a change in an approved vacation request, a member will submit another Form 1 P.D. which supersedes the previous request.
- D. All copies of approved Forms 1 P.D. will be forwarded to the element timekeeper for entry and distribution of copies. Disapproved Forms 1 P.D. will be returned to the requesting member.

Floyd O. Bartch
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____, 1997.

James F. Ralls, Jr.
President