

PERSONNEL POLICY

6/29/01

7/11/01

748

SUBJECT

Policy Series 700: Administration of Leave
748 - Educational Initiative

AMENDS

REFERENCE

RESCINDS

I. POLICY

Members are eligible for up to eight hours of paid leave each calendar year to participate in or attend any school function relating to educational development.

II. ADMINISTRATIVE GUIDELINES

- A. Educational initiative leave may be taken in accordance with the member's personal preference and the operating requirements of the assigned element.
- B. Educational initiative leave not taken in the calendar year will be forfeited.
- C. A request for educational initiative leave shall be made twenty-four hours in advance and approved by the member's immediate supervisor.
- D. Educational initiative leave may be taken in one-hour increments. Code "Z" is the timekeeping code for educational initiative leave.

Richard D. Easley
Chief of Police

Adopted by the Board of Police Commissioners this twenty-sixth day
of June 2001.

Dennis C. Eckold
President