



KANSAS CITY, MO. POLICE DEPARTMENT

PROCEDURAL INSTRUCTION

DATE OF ISSUE

11-08-05

EFFECTIVE DATE

11-08-05

NO.

03-6A

SUBJECT

Automated Timekeeping System Procedures

AMENDS

Procedural Instruction 03-6

REFERENCE

Personnel Policy and Benefit Manual and the Automated Timekeeping System User's Manual

RESCINDS

I. PURPOSE

To amend Procedural Instruction 03-6, entitled, "Automated Timekeeping System Procedures."

II. PROCEDURE

- A. Members will remove pages B-5 and B-6 of ANNEX B from Procedural Instruction 03-6, entitled, "Automated Timekeeping System Procedures."
- B. Members will insert amended pages B-5 and B-6 to ANNEX B of Procedural Instruction 03-6, entitled, "Automated Timekeeping System Procedures."

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners this _____ day of _____ 2005.

Angela Wasson-Hunt
President

DISTRIBUTION: Law Enforcement Personnel
Civilian Supervisory Positions
Department Element Manuals
Post on bulletin boards for two weeks.

- J. **Military Leave.** (ML) Denotes an excused absence with pay for military commitment approved in advance.

A member of the National Guard or any reserve component of the Armed Forces of the United States, including members of the Individual Ready Reserve (I.R.R.), shall be granted Military Leave up to 15 regularly scheduled workdays/120 hours per Federal fiscal year (October 1 to September 30) with pay for the purpose of engaging in military duty or training. Military Leave may be granted in hourly increments. Any additional time necessary to complete military requirements, **except** when activated by the Governor, shall be in a non-pay status, unless granted upon the member's request as vacation leave, regular days, extra days, personal days, and/or compensatory time.

The source document for entry of an ML-Day is the Form 1 P.D. (Reference current Personnel Policy entitled, "Military Leave.")

- K. **Overtime Day.** (O) Denotes compensatory time off with pay. Compensatory time may be taken in one (1) hour increments.

This code is used when a member elects to use earned compensatory time off. Compensatory time may be accumulated up to 60 hours and carried over to the subsequent calendar year.

Sworn members with the rank of Captain and above and civilian managers, directors, and supervisors who have responsibility for a unit or division may accrue up to 120 hours.

The source document for entry of an O-Day is Form 469 P.D., Form 469A P.D., or Form 469B P.D. (Reference current Personnel Policy entitled, "Overtime/Court Time Compensation.")

- L. **Paid Leave.** (EX) Denotes when a member is relieved of duty (in connection with the Firearms Policy) or an excused absence with pay previously approved and scheduled. The code may indicate paid leave authorized and approved by the division commander. EX time may be given in one (1) hour increments.

The source document for entry of an EX-Day is Form 469 P.D., Form 469A P.D., or Form 469B P.D. A "descriptive information" entry must be made. (Reference Procedural Instruction entitled, "Firearms Policy.")

- M. **Paid Suspension.** (PX) Denotes an excused absence with pay when a member is suspended pending further investigation.

The source document for entry of a PX-Day is a copy of the suspension notification letter.

- N. **Personal Leave.** (Y) Denotes an excused absence with pay. Each member may convert a maximum of 16 hours of sick leave per calendar year for use as Personal Leave time. Personal Leave time may be taken in one (1) hour increments.

The source document for a Y-Day is Form 469 P.D., Form 469A P.D., or Form 469B P.D. (Reference current Personnel Policy entitled, "Personal Leave Days.")

- O. **Regular Day Off.** (R) Denotes a 24-hour period in which a member is not scheduled to report for duty. Regular days off are normally granted at the rate of 104 per work year for an eight-hour plan and 156 per work year for a 10-hour plan.

The timekeeping system transaction, "Regular Day Summary," will not necessarily reflect an accurate sum of R-Days for those members having been assigned to both an eight-hour and 10-hour work plan in the course of the same work year.

Upon a member's transfer to a different days-off group or assignment, timekeepers will enter the new days-off group information and effective date. **Timekeepers in elements not assigned to a days-off group will be required to enter R-days for each member at the start of each work period.**

The source document for switching an R-Day for a workday or switching a workday for an R-day is Form 469 P.D., Form 469A P.D., or Form 469B P.D. (Reference current Personnel Policy entitled, "Regular Days Off" and the Automated Timekeeping System On-Line "Help," for maintenance of days-off group numbers.) All movement of R-Days will be in accordance with current Personnel Policy entitled, "Regular Days Off."

- * P. **Sick Leave.** (S) Denotes an excused absence with pay when a member is unable to report for duty because of a legitimate illness or non-duty related injury or disability. Each full hour of sick leave taken will be deducted from accumulated sick leave.

When a member uses sick leave for Family and Medical Leave for their own serious health condition or for pregnancy, the leave will be entered as "SF," and a descriptive entry will be required. If the leave is taken by a father due to the birth of a child, the leave will be entered as "SF." If the leave is taken to care for a spouse, child, or parent with a serious health condition, the leave will be entered as "FS." A descriptive entry will not be required.

The source document for entering sick leave is Form 469 P.D., Form 469A P.D., or Form 469B P.D. This entry must be made within three days of the member's sick leave occurrence date. The descriptive sick leave entry requires updating when the member returns to duty and must be made within three days of the member's return to duty date.