

KANSAS CITY, MO. POLICE DEPARTMENT PERSONNEL POLICY	DATE OF ISSUE 7/21/05	EFFECTIVE DATE 6/13/05	NO. 745-4
Policy Series 700: Administration of Leave 745 – Leave Without Pay			AMENDS
Policies 712, 732, 740, 742 & 450		Personnel Policy 745-3	

I. INTRODUCTION

Leave without pay is an approved, unpaid absence from duty granted only when the member expects to return to duty at the end of the absence. Valid reasons for use of such leave may include religious holidays, non-department sponsored schools, entitlements of the Family and Medical Leave Act of 1993, etc. Applicable provisions for leave without pay are included in Policy 732 for military service, in Policy 740 for a non-duty related illness or injury, and in Policy 746 for family and medical leave.

II. POLICY

- A. Leave without pay may be taken in one-hour increments.
- B. 1 Day - 7 Days - The member's division commander may grant a leave without pay up to and including seven consecutive calendar days.
- C. 8 Day - 28 Days - The bureau commander may grant a leave without pay over seven and up to twenty-eight consecutive calendar days.
- D. 29 Days - One Year - The Chief of Police may be grant a leave without pay over twenty-eight consecutive calendar days and up to one year.
- E. Over One Year - The Board of Police Commissioners may grant a leave without pay over one year.
- F. A member will not earn sick leave while on leave without pay.
- G. Interruption of Service - A leave without pay of fourteen or more consecutive calendar days shall be considered an "interruption of service." During an interruption of service:
 - 1. The number of calendar days of unpaid leave shall be added to the anniversary date, adjusting it forward.
 - 2. Time in grade for promotion will be calculated by subtracting the number of days on unpaid leave from the total number of days of service.
 - 3. Vacation leave will not be earned.
 - 4. If department needs require, the member's duties and responsibilities will be assigned to another member.

5. Return to pay status shall be based on the availability of a budgeted position, which the member is qualified to perform.
 - a) If the member does not accept a position, which offers no reduction in base monthly salary, the member may be terminated.
 - b) The returning member will be reassigned according to current department needs and the member's education, training, and experience.

III. PROCEDURE

- A. To request leave without pay for up to and including seven consecutive calendar days, a member will complete a Form 1 P.D., Application for Leave, explaining the reason for the leave, and submit through the chain of command to the division commander.
- B. To request leave without pay for over seven days, a member will complete a Form 1 P.D., Application for Leave, and a Form 191 P.D., Interdepartment Communication, explaining the reason for the leave and submit through the chain of command.
- C. If the request is approved, the member will be notified and shall:
 1. Complete the separation clearance procedure in the Personnel Records Section prior to going on leave without pay status for over twenty-eight days.
 2. Contact the Benefits Section to arrange for any payment needed to continue group insurance plan coverage before going on leave.
 3. Notify the Benefits Section two weeks in advance of expected return to duty from any leave without pay over fourteen calendar days.
- D. If the request is disapproved, the member will be notified and shall return to work, process for separation, or be subject to the provisions of Policy 712, Unauthorized Leave.

James D. Corwin
Chief of Police

Adopted by the Board of Police Commissioners on this 28th day of June, 2005.

Angela L. Wasson-Hunt
President