

PERSONNEL POLICY

09-06-2005

09-21-2005

750

SUBJECT

Policy Series 700: Administration of Leave
750 - Quality Day

AMENDS

REFERENCE

RESCINDS

I. POLICY

Members may use up to eight hours as a Quality Day each calendar year. Members assigned to a 10-4 schedule will receive an additional two hours of EX time.

II. ADMINISTRATIVE GUIDELINES

- A. The Quality Day may be taken in accordance with the member's personal preference and the operating requirements of the assigned element.
- B. Any part of the Quality Day not taken in the calendar year will be forfeited.
- C. Members will not be compensated for unused hours at separation or retirement.
- D. A request for the Quality Day, or any part thereof, shall be made twenty-four hours in advance and approved by the member's immediate supervisor.
- E. The Quality Day may be taken in one-hour increments.
- F. Code "Q" is the timekeeping code for the Quality Day.

James D. Corwin
Chief of Police

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

Angela L. Wasson-Hunt
President