

	KANSAS CITY, MO POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PERSONNEL POLICY	06-29-2016	06-29-2016	760-3
SUBJECT			AMENDS	
Policy Series 700: Administration of Leave 760 –Extra (E) Time, Personal Leave (Y) Time, Quality (Q) Time, and Religious Holiday Time				
REFERENCE		RESCINDS		
PPBM: Aerobics Program PI: Timekeeping Procedures DM's: Memorandum of Agreement between the Board of Police Commissioners of Kansas City, Missouri and Fraternal Order of Police Lodge No. 99 & 102		PPBM 760-2		

I. INTRODUCTION

This written directive provides guidelines for the use of leave hours for members' use at their discretion as a benefit.

II. POLICY

A. Extra (E) Time

1. Members may be awarded eight (8) hours of E-Time for perfect attendance (members must be employed on or before January 1st of the year for which the E-Time award is earned). Members are considered to have perfect attendance in a calendar year if they do not have any occurrences of the following leave codes in the automated timekeeping system:

A – Absent	X – Suspension without Pay
L – Unpaid Leave	SF – Sick Family
PX – Paid Suspension	LF – Leave Family
S – Sick	

- a. Per the Family and Medical Leave Act of 1993, Family Sick Leave (FS-Time) will not count against perfect attendance.
- b. Y-Time will not count against perfect attendance.
- c. For further information, refer to the current written directive entitled, "Timekeeping Procedures."

2. Members may earn sixteen (16) hours of E-Time for successful performance in the Aerobics Program with a maximum of thirty-two (32) hours per year or for successful participation in any other program or activity the Chief of Police has approved granting E-Time. For further information, refer to the current written directive entitled, "Aerobics Program."

B. Personal Leave (Y) Time

1. Each member may convert a maximum of sixteen (16) hours of Sick Leave (S) per calendar year for use as Y-Time.
2. Y-Time will automatically be deducted from the member's sick leave balance. All benefits will continue to be earned while on personal leave.

*C. Quality (Q) Time

1. Members with at least ten (10) years of service but less than twelve (12) years of service may use up to sixty-four (64) hours of Q-Time each calendar year.
2. All other members may use up to forty (40) hours as Q-Time each calendar year.

D. Religious Holiday Time

1. Each member may request a maximum of sixteen (16) hours each calendar year for the observance of a religious holiday.
2. The time off may be taken as:
 - a. Vacation leave
 - b. Personal leave
 - c. Previously earned and approved Extra Time
 - d. Previously earned and approved Compensatory Time
 - e. Leave without pay
 - f. Changing of Regular Days Off
 - g. Quality Time

III. GUIDELINES

- *A. To request leave of three (3) days or less, a member may either verbally or email their request for approval from their immediate supervisor.

- *B. To request leave of more than three (3) days, a member will submit an Application for Leave, Form 1 P.D., to their 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 leave by division commanders will be approved by bureau commanders.
 - 2. Requests for leave by bureau commanders will be approved by the Chief of Police.
- C. Leave hours may be taken in accordance with the member's personal preference and the operating requirements of the assigned element.
- D. Leave hours may be taken in one-hour increments.
- E. Members must use E-Time within one (1) year of it being awarded.
- F. Q-Time not taken within the calendar year will be forfeited.
- G. Members will not be compensated for unused Q-Time at separation or retirement.
- H. Two (2) hours of Ex-Time will be given to members assigned to a 10-4 schedule to complete a full day off when any of the following exception time is granted to offset the difference between eight (8) and ten (10) hour shifts.
 - 1. E-Time
 - 2. Q-Time
 - 3. Religious Holiday Time

David Zimmerman
Acting Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____, 20__.

Michael Rader
Board President

DISTRIBUTION: All Department Personnel
Public View Master Index – Internet
Department Master Index – Intranet
Policy Acknowledgement SyStem (PASS)