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 1\textsuperscript{st} 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

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