

	KANSAS CITY, MO POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	PERSONNEL POLICY	09/05/2019	09/05/2019	702-4
SUBJECT			AMENDS	
Policy Series 700: Administration of Leave 702 – Regular Days Off				
REFERENCE		RESCINDS		
PI: Automated Timekeeping System Procedures SO: Ten Hour Work Plan SO: Work Year		PPBM: 702-3		

I. INTRODUCTION

- A. Full-time department members shall be granted Regular Days Off during each twenty-eight (28) day work period.
- B. A Regular Day Off is a twenty-four (24) hour period in which a member is not scheduled to report for duty.
- *C. All members will be compensated (paid or comp time) overtime when the member's work hours exceed the scheduled work day.

II. POLICY

- A. All full-time department members assigned to the 8-Hour Work Plan will be scheduled 104 regular days off per year.
- B. All full-time department members assigned to the 10-Hour Work Plan will be scheduled 156 regular days off per year.
- C. Regular days off schedules will be available to all affected department members prior to the beginning of each work year.
- D. A member's days off group may be changed by the supervisor or commander, depending on staffing requirements.
- E. Non-exempt, non-sworn members assigned to the 8-Hour Work Plan, with the exception of Detention Officers, will receive two (2) regular days off during the seven (7) day work week.
- F. Non-exempt, non-sworn members assigned to the 10-Hour Work Plan, with the exception of Detention Officers, will receive three (3) regular days off during the seven (7) day work week.
- G. Non-exempt, non-sworn members with the exception of Detention Officers may not move their Regular Day Off outside the seven (7) day work week.
- H. Non-exempt, sworn members and Detention Officers may not move Regular Days Off outside the twenty-eight (28) day work period.

- I. Non-exempt, sworn members and Detention Officers assigned to the 8-Hour Work Plan will receive eight (8) regular days off during each twenty-eight (28) day work period.
- J. Non-exempt, sworn members and Detention Officers assigned to the 10-Hour Work Plan will receive twelve (12) regular days off during each twenty-eight (28) day work period.
- K. Exempt members may move their regular days anywhere within the work year upon approval of their supervisor/commander.
- L. A list of all positions considered Exempt, Non-Exempt, and Exempt Managerial, is on file with the Human Resources Division and posted on the department intranet.

III. PROCEDURES

- A. Members will refer to the written directive entitled, "Work Year," regarding Regular Days Off scheduling.
- B. Supervisors and Commanders will ensure all members receive the appropriate number of regular days off applicable to the designated work plan within each work week, work period, and work year.
- C. The Chief of Police or designee will make a determination if an emergency situation, e.g., disaster, riot, etc., is such that the normal granting of Regular Days Off should be altered.

Richard C. Smith
Chief of Police

Adopted by the Board of Police Commissioners this ____ day of _____, 2019.

Nathan Garrett
Board President

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