



KANSAS CITY, MO POLICE DEPARTMENT

**PERSONNEL POLICY**

DATE OF ISSUE

11-28-2018

EFFECTIVE DATE

11-28-2018

NO.

745-6

SUBJECT

Policy Series 700: Administration of Leave  
745 – Leave without Pay

AMENDS

REFERENCE

PPBM: Separation, Compensation, and Clearance Procedures; Absent without Leave; Military Leave; Sick Leave; Family and Medical Leave  
PI: Automated Timekeeping System Procedures

RESCINDS

PPBM: 745-5

## I. INTRODUCTION

- A. 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, etc. Applicable provisions for leave without pay are included in the written directives entitled, "Military Leave," "Sick Leave," and "Family and Medical Leave."
- \*B. Any unapproved, unpaid leave without a lawful reason may possibly result in termination.

## II. POLICY

- \*A. Leave without pay may be granted when all accrued paid leave has been exhausted.
- B. Leave without pay may be taken in one-hour increments.
- \*C. 1 Day - 28 Days  

The member's division commander may grant a leave without pay up to and including twenty-eight (28) consecutive calendar days and must notify the Bureau Commander.
- D. 29 Days - One Year  

The Chief of Police may grant a leave without pay over twenty-eight (28) 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. A member on unpaid leave will not be placed on an H-day or receive holiday pay.
- \*H. Vacation balance will be adjusted for accumulated unpaid time for a total of 120 hours or more during a calendar year for taking Absent Days, Leave without Pay, and unpaid Suspension Days. This will not affect members who are on a Leave of Absence due to military leave.
- \*I. Anniversary dates will be adjusted forward one (1) month for every consecutive twenty-eight (28) days of unpaid leave (regardless of eight (8) or ten (10) hour shift assignment). Members on Family Medical Leave, in the Sick Leave Pool, or on Military Leave will not be affected.
- \*J. Time in grade:
  - 1. In relation to promotional processes members should refer to the current written directive entitled, "Sworn Ranks, Titles, and Promotion Process.
  - 2. In relation to specialized units members should refer to the current written directive entitled, "Selection Process for Vacancies."
- K. If the member does not accept a position, the member may be terminated.

### **III. PROCEDURE**

- \*A. To request leave without pay for up to and including twenty-eight (28) consecutive calendar days, the member will submit an Application for Leave, Form 1 P.D., explaining the reason for the leave, and submit through the chain of command to the division commander and then forward it to the Personnel Records Section. If the leave is a FMLA matter, refer to the "Family Medical Leave" policy.
- \*B. To request leave without pay for twenty-nine (29) consecutive calendar days up to one year, the member will submit an Application for Leave, Form 1 P.D., and an Interdepartment Communication, Form 191 P.D., explaining the reason for the leave and submit through the chain of command to the Chief of Police and then forward it to the Personnel Records Section. If the leave is a FMLA matter, refer to the "Family Medical Leave" policy.
- C. Upon approval the member will:
  - 1. Complete the separation clearance procedure in the Personnel Records Section prior to going on leave without pay status for over twenty-eight (28) 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 fourteen calendar days in advance of expected return to duty from any leave without pay over fourteen (14) calendar days.
- D. Return to full-duty pay status and assignment will be based on:
- \*1. The staffing needs of the Department and the Human Resources Division.
  2. Maintaining P.O.S.T. certification (if applicable).
  3. Passing the current physical examination or any training necessary (for those members that have been gone for more than one year).
- E. If the request is disapproved, the member will be notified and will return to work. If the member does not return to full duty, they will be subject to the provisions of the written directive entitled, "Absent without Leave."

Richard C. Smith  
Chief of Police

Adopted by the Board of Police Commissioners on this \_\_\_\_ day of \_\_\_\_\_, 2018.

Nathan Garrett  
Board President

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