	KANSAS CITY, MO POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	<b>PERSONNEL POLICY</b>	11/09/2022	11/09/2022	760-4
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 760-3 DM 00-17		

## 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.
  - a. Members must be employed on or before January 1<sup>st</sup> of the year for which the E-Time award is earned.
  - b. 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 timekeeping system:
    - (1) Leave without Pay (L).
    - (2) Leave without Pay Family (LF).
    - (3) Suspension without Pay (X).
    - (4) Suspension with Pay (PX).
    - (5) Sick Leave (S).
    - (6) Sick Family Leave (SF).
    - (7) Unauthorized leave of absence (A).
  - c. The following will not count against perfect attendance:
    - (1) Family Sick Leave (FS-Time) in accordance with the Family and Medical Leave Act of 1993.
    - (2) Personal Leave (Y-Time).

- d. For further information, refer to the current written directive entitled, "Timekeeping Procedures."
- 2. Members may earn 16 hours of E-Time for successful performance in the Aerobics Program with a maximum of 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."
- \*3. Members may earn one (1) E-Day for recruiting a prospective employee. When the prospective employee completes formalized training and/or probationary period the referring member will be notified in writing that one "E" day has been credited to their leave balance.
- \*4. E-Time must be utilized (not just scheduled) prior to expiration within one (1) year of earning the time.
  - a. E-Time scheduled past the expiration date or not taken by the expiration date will be removed from the member's balance.
  - b. E-Time scheduled past the expiration date will need to be replaced with alternative form of exception time.
- \*B. Personal Leave (Y) Time
  - 1. Sworn members at the rank of Captain and above may convert a maximum of 16 hours of Sick Leave (S) per calendar year for use as Y-Time
  - 2. The following members may convert a maximum of 96 hours of Sick Leave (S) per calendar year for use as Y-Time:
    - a. Sworn members below the rank of Captain.
    - b. Regular full-time non-sworn members.
  - 3. Converted time (Y-Time) will automatically be deducted from the member's sick leave balance.
  - 4. All benefits will continue to be earned while on personal leave.

\*C. Quality (Q) Time

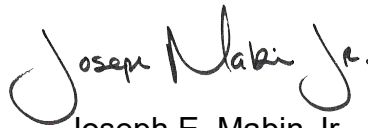
1. Q-Time is provided to members as floating holidays.
2. Members with at least 10 years of service but less than 12 years of service may use up to 64 hours of Q-Time each calendar year.
3. All other members may use up to 40 hours of Q-Time each calendar year.
4. Q-Time requests for bona fide religious holidays or observances will be given priority consideration but remain subject to approval based on operational needs.
5. Q-Time not taken within the calendar year will be forfeited.
6. Members will not be compensated for unused Q-Time at separation or retirement.

D. Religious Holiday Time

1. Each member may request a maximum of 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 state or email their request for approval to 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. 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 10 hour shifts.
  - 1. E-Time.
  - 2. Q-Time.
  - 3. Religious Holiday Time.



Joseph E. Mabin Jr  
Chief of Police

Adopted by the Board of Police Commissioners this 25 day of October, 2022.



Mark C. Tolbert  
Board President

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