



KANSAS CITY, MO POLICE DEPARTMENT

PERSONNEL POLICY

DATE OF ISSUE

06-29-2016

EFFECTIVE DATE

06-29-2016

NO.

712-5

SUBJECT

Policy Series 700: Administration of Leave
712 – Unauthorized Leave of Absence

AMENDS

REFERENCE

PPBM: Disciplinary Process; Sick Leave
PI: Automated Timekeeping System Procedures
Memorandum of Agreements (MOA's) between the Board of Police Commissioners and the Fraternal Order of Police Lodges No. 99 & 102

RESCINDS

PPBM: 712-4

I. INTRODUCTION

Any member absent from scheduled duty without proper authorization shall be considered on an absent day (A-day) which is an unauthorized absence without pay.

II. POLICY

- A. While a member is on an absence day, daily sick leave accrual will not be credited to the member's sick leave balance.
- B. Non-accrual adjustments to timekeeping records will be made automatically at the end of the affected twenty-eight (28) day work period(s).
- *C. Any member on three (3) consecutive absence days within one calendar year will be considered for termination.

III. GUIDELINES

*A. Members

Upon return to duty, the member will have forty-eight (48) hours to prepare an Interdepartment Communication, Form 191 P.D. The member will provide pertinent information concerning the unauthorized absence leave. The Form 191 will be submitted to their immediate supervisor.

B. Supervisors will:

1. Ensure an "A" day is entered into timekeeping.
2. Complete a Recommendation for Disposition of Time Lost, Form 6 P.D. and attach to the Personnel Incident Report, Form 387. P.D.
3. Review the Form 191, P.D. Prepare and attach the Form 387 P.D., with a recommendation and a completed Demeanor Record, Form 386 P.D.

- *4. If a member is presented with a Form 387 P.D., the supervisor will follow the current written directive entitled "Disciplinary Process."

Darryl Forté
Chief of Police

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

Michael Rader
Board President

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