

CHAPTER 18 – LEAVE

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CHAPTER 18 – LEAVE

Section 18.00 Hours of Duty

The regular working hours for employees of the Police Department shall be determined by the Chief of Police.

Section 18.01 – Supervisor Responsibility

Supervisors shall be responsible for ensuring that an accurate time record is completed for each subordinate. This electronic record shall include days and hours worked, overtime, court time, exception days and absences from duty.

***Section 18.02 – Vacation**

In accordance with *Administrative Policy 600.11, Vacation Leave*, regular full-time employees are eligible to earn vacation leave. Vacation will be granted on a first-come, first-served basis taking staffing into consideration. Any exception to this policy must be approved by the Chief of Police.

Section 18.03 – Recall to Duty

Staffing shortages or a situation of an emergency nature may require the recall of employees to duty. Acceptable forms of leave, which may not be subject to recall, will be considered on a case-by-case basis.

Section 18.04 – Absence Without Leave

Absence of an employee from duty, without authorized leave, shall be without pay and may be subject to disciplinary action. All unauthorized absences from duty shall be reported in writing through the chain-of-command to the Chief of Police.