

Scheduled Approved Leave

1006.1 PURPOSE

The Department has established this Policy to ensure the efficient and effective usage of law enforcement personnel and resources. By establishing this policy, the Department is attempting to balance the needs of the Department for staffing purposes with the benefits earned by the employees for their work. The Department is committed to allowing employees to use their benefits in a time and manner preferred by the employee, however, it is the mandate of the Department to protect and serve the public. Having adequate staff resources on each shift is critical to fulfilling that mandate. Accordingly, the safety of the public, as well as the safety of other officers and employees, will be taken into consideration when determining whether or not a request for use of certain types of benefit time is granted.

1006.2 VACATION

Supervisors and officers shall be considered separately for vacation. Vacation time can only be taken in 4 hour blocks to start and in one hour increments for blocks exceeding 4 hours. Only one employee of each rank from each shift may be off on vacation at the same time.

Recruits are an exception to this as they do not count in minimum staffing. They are required to obey the rules in the Field Training Manual concerning time off.

On any specific shift, if an officer has benefit time off, and a supervisor does not, then an additional officer may have vacation that day. It may only be requested and approved at the beginning of a shift and is at the discretion of the Patrol Division Commander or his designee. This procedure also works for supervisors, if another supervisor has benefit time off and an officer does not, then an additional supervisor may have vacation that day. This is what is commonly referred to as a second request.

All Section, Unit, or Division Commanders shall keep a schedule book or calendar available to others which extend the entire length of a shift assignment "sign up".

1006.2.1 VACATION ROUNDS

Most employees in the Patrol, Support Services, and Investigation Divisions are subject to the sign up schedule. Once a sign up has begun, the Division Commanders and Support Services Supervisor shall conduct vacation scheduling as outlined in the Fraternal Order of Police (FOP) and American Federation of State, County and Municipal Employees (AFSCME) contracts, as well as the Front Desk Manual.

All employees will take part in two rounds of vacation selections. The vacation round offerings shall be in order of seniority in rank. The days requested shall be contiguous. Once the most senior has requested vacation or passed, then the offer moves to the next in seniority and so on until everyone has had an opportunity. Each subsequent request for vacation shall be for days not selected. The vacation round selections for patrol will follow the time restrictions as outlined in the FOP contract.

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This process will occur twice. The minimum number of vacation days taken in the first round is three (3). The minimum number in the second round is one (1). These vacation days may either be those accumulated by the employee or those that the employee will accumulate prior to the vacation actually being taken.

All vacation selections after the second round is completed will be accepted on a first-come first-serve basis. All vacation requests must be submitted at least 12 hours prior to their planned use. Any request submitted for approval with less than 12 hours notice will be treated as a second request regardless if another employee already has time off or not on the affected shift. Second requests for PSR's will follow the guidelines in the Front Desk Manual.

1006.2.2 POLICE SERVICES REPRESENTATIVES

All PSR's will be allowed to take 24 hours of their allotted vacation time as special vacation each fiscal year in the following manner; special vacation hours requested off at the beginning of an employee's shift must be requested for approval no less than 60 minutes prior to the start of the affected shift. If the employee is already working his/her shift and requests special vacation hours for time off during the same shift, this time restriction does not apply. If the 24 hour maximum is not used in the fiscal year, it will not be allowed to be carried over to the next fiscal year.

Nothing in this section shall supercede previously outlined procedures in the Front Desk Manual from being followed when utilizing special vacation hours.

1006.2.3 NON-UNION EMPLOYEES

Non-Union Employees, both full and part-time, not specifically outlined here, have vacation arrangements.

1006.3 COMPENSATORY TIME

The Department has determined that in some cases, requests to use compensatory time without reasonable notice has (1) increased the usage of overtime and (2) increased the burden on supervisory staff to maintain safe staffing levels. Both of these results have had a negative impact on the Department. As such, the Department has established a minimum notice period for full consideration of compensatory time requests.

Compensatory time may be taken in ½ hour increments except for AFSCME employees who are contractually required to use compensatory time in 1 hour or more increments. Compensatory time can only be scheduled off once the employee has earned the time and employees shall not schedule compensatory time off in anticipation of earning the time prior to its requested use. Use of compensatory time prior to the compensatory time being accrued is grounds for discipline.

Compensatory time may not be requested for approval less than 12 hours in advance and no more than 30 days in advance. If compensatory time is requested with less than 12 hours notice, it will be treated as a second request regardless if another employee already has time off or not on the affected shift. Second requests for PSR's will follow the guidelines in the Front Desk Manual.

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1006.4 PERSONAL LEAVE

Personal leave that is for time off at the beginning of an employee's shift must be requested for approval no less than 60 minutes prior to the start of the affected shift. If the employee is already working his/her shift and requests personal leave for time off during the same shift, this time restriction does not apply. The request will be granted provided no other employee of the same rank has benefit time off granted for that time period of the affected shift. Personal leave must be taken in 1 hour blocks.

1006.5 FUNERAL LEAVE

Employees, who have funeral leave benefits, shall notify the on duty shift supervisor of the death of their family member as soon as possible. Employees, upon request, will be excused for up to three (3) days for the purpose of attending the funeral, (AFSCME employees may be excused two (2) additional days per contract) as outlined in the FOP contract (Section 18.2) and AFSCME contract (Section 11.3) and the City of Urbana Policy (3.13).

1006.6 LODGE LEAVE AND PENSION LEAVE

Lodge Leave - FOP Lodge members who attend official Lodge functions, may be granted Lodge leave pursuant to the negotiated contract.

Pension Leave - Employees who are members of the Urbana Police Pension Board may be granted time off for Pension Board activities.

1006.7 SICK LEAVE

Employees earn sick leave at a rate established by the labor contracts and the City Administrative Policy. Sick leave documentation procedures are dependent on the specific employee and the arrangements under which he/she is covered. Employees are required to call in no less than 60 minutes prior to the beginning of their shift to utilize sick leave.

1006.8 MILITARY LEAVE

Employees who are members of the military shall be allowed the time off to attend to those duties without damage to an employee's rank or seniority. For further on military leave, see the City Administrative Policy.

Employees who are required as part of their military obligation to attend two (2) or more weeks of annual training will be excused from work for that time period. For each day of annual training the employee would have worked at the department, the employee will receive the difference between the normal rate of pay and the pay they receive from the military for that period. In order to facilitate payment of the amount due from the City, the employee shall submit, to the Chief of Police prior to the training, documentation stating the amount of pay they shall receive for such training. If the employee wishes to receive a regular paycheck from the City, he/she shall endorse his/her military paycheck to the City. The City shall then present the employee with his/her regular paycheck.

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1006.9 JURY DUTY

Upon being summoned for jury duty, an employee shall notify his/her Division Commander and provide a copy of the notice. Employees summoned for jury duty will be placed on an 8-hour day, 40 hour week schedule, Monday through Friday for the duration of the assigned jury term. This includes patrol personnel working a 12-hour schedule. The employee's workday shall begin at the reporting time mandated in the jury duty notice. If the employee is excused from jury duty for any portion of the day, the employee shall return to the Department, report to the Watch Commander or other appropriate supervisor and be assigned to their regular duty to complete the eight-hour work day. Employees shall receive their regular paychecks for the time they are serving jury duty. They shall sign over their jury duty check to the City for this privilege.

1006.10 DUTY INJURY

When an on duty injury occurs, the employee is required to immediately report the injury to his/her supervisor. The supervisor is required to follow the provisions as outline in the On Duty Injuries policy. Injured officers will sometimes work in a light duty capacity until they are cleared for regular duty by a doctor.

1006.11 LEAVES OF ABSENCE

Leaves of absence, either paid or unpaid, are granted at the sole discretion of the Chief of Police. All requests for those leaves shall be in writing to the Chief. Granting of such leaves will be pursuant to Civil Service Rules, labor contract arrangements, and City Administrative Policy.

1006.12 ADMINISTRATIVE LEAVE

Officers may be placed on paid administrative leave at the discretion of any Command Officer, subject to immediate review by the Chief of Police. The Chief of Police may place any employee on unpaid administrative leave pursuant to policies in the labor contracts, Civil Service Rules, and City Administrative Policy.

In some instances when an officer is placed on administrative leave, he/she no longer have arrest authority and do not represent the department. In these instances, the officer shall submit his/her ID card, badge, issued weapons and building keys.

1006.13 TRAINING/SCHOOLS

Employees may be given paid time off to attend schools or training sessions. This is at the discretion of the Chief of Police or his/her designee.

1006.14 FAMILY MEDICAL LEAVE ACT

Family Medical Leave Act as guaranteed by law shall be available to employees pursuant to the City Administrative Policy, which can be found in Section 3.4A of the City of Urbana Policy and Procedure Manual.

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1006.15 HOLIDAYS

Employees covered by the Fraternal Order of Police contract and the AFSCME contract will follow procedures as spelled out in their respective contracts in relation to holidays. Those employees not covered by contract will follow the City of Urbana procedure in relation to holidays.

1006.16 SNOW DAYS

Employees of the police department are expected to be at work regardless of the weather conditions. It is precisely inclement and hazardous weather conditions when police services are required most.

If weather conditions exist which, in the opinion of the Mayor requires that non-essential employees leave early, he/she may authorize their dismissal. In the event the Mayor institutes the closing of city offices in this manner, then the Chief of Police or his designee will determine which UPD employees are non-essential.

Non-essential personnel will be notified of official City closings and will be paid for the amount of time that they would have worked had City offices and departments not closed. However, if an individual has previously been approved leave or vacation on the day of the official closure that individual will be required to use that approved leave for the day.

Non-closure of City offices and departments: Employees are expected to make every reasonable effort to report to work as scheduled in emergency events. However, individual circumstances vary greatly, and employees are expected to use their own judgment to avoid serious risks when traveling to and from work. When delayed, employees are expected to make reasonable efforts to report to work as soon as possible, unless otherwise excused by their supervisors. Supervisors are expected to utilize their discretion reasonably and humanely in relation to this policy. Employees who will be late or absent because of emergency events shall contact their supervisors as soon as possible.

Absences due to emergency events may be addressed in the following manner, as applicable:

- Employees may be authorized to make up the time absent through an alternate work schedule within the same pay period of the absence.
- Employees may utilize accrued compensatory, vacation or personal leave to remain in pay status. If the employee does not have paid benefit time, the employee may elect to not be paid for the time missed.