



LEAVE BENEFITS & PROCEDURES

INDEX CODE: 701
EFFECTIVE DATE: 07-30-20

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I. TYPES OF LEAVE BENEFITS

Leave benefits and procedures governing the administration of leave benefits are based on the provisions of Article 6 of the Anne Arundel County Code, applicable labor agreements, Administrative Procedures or other directives issued by the Chief Administrative Officer, Personnel Bulletins, other written directives, the Employee Relations Manual issued and/or published by the Anne Arundel County Office of Personnel, written directives issued by the Chief of Police or other competent authority, and State and/or Federal law.

Benefit entitlement may depend on the employee's classification and whether the employee is represented or not represented by a bargaining unit. In this regard, any allowable leave benefit for an employee represented by a bargaining unit should be addressed in the applicable memorandum of agreement.

Police Department employees either are, or may be, entitled to the following leave benefits as provided by County Code, law, or bargaining unit:

- A. Holiday Leave
- B. Annual (vacation) Leave
- C. Sick (disability) Leave, including leave under the provisions of the Family and Medical Leave Act
- D. Military Leave
- E. Civic Leave
- F. Jury Leave
- G. Appearance before court, public body, or commission in connection with County business.
- H. Funeral Leave
- I. Administrative Leave
- J. Compensatory Leave
- K. Personal Day Off
- L. Fatigue Leave (covered under Miscellaneous Leave in certain bargaining agreements)
- M. Alternate day off for certain essential/emergency personnel required to work when the County closes (covered under Miscellaneous Leave in certain bargaining units)
- N. Leave Without Pay

II. APPLYING FOR LEAVE

Employees will familiarize themselves with and follow regulations regarding prior approval for leaves of absence within their assigned area of work. All employees whose schedule is managed in TeleStaff will submit requests for

short term leave by “adding” their request in the TeleStaff system. Employees must notify their supervisor directly for requests for leave made less than 72 hours in advance, in addition to submitting the request in TeleStaff. Requests for Disability and Bereavement Leave must be made directly to an employee’s supervisor. Their supervisor will enter the appropriate leave code into TeleStaff.

III. AUTHORITY TO GRANT LEAVE

Leave will be taken at such times as approved or directed by the appointing authority or his/her designated representative. In most cases, the immediate supervisor is authorized to grant or deny requests for leave. In determining whether leave will be granted, the supervisor will take into consideration the duties and responsibilities with which the unit is charged, as well as applicable employee contractual agreements, and the provisions of the Rules and Regulations Manual. Supervisors whose employee’s time is managed in TeleStaff will approve or disapprove leave utilizing TeleStaff. Supervisors will review and take appropriate action on leave requests affecting their platoon/squad/unit on a daily basis during their regular work days. Supervisors will verify the appropriate Leave Code is associated with each leave request (some leave requests, such as various forms of Administrative Leave will require consultation with an Office Support Time Keeper). Leave for employees of the Rank of Police Captain and above entered into TeleStaff is auto-approved.

IV. LEAVE WITHOUT PAY (WOP)

All available forms of authorized accrued disability and annual leave, compensatory time, floater holidays and personal days must be exhausted before Leave Without Pay (WOP) may be used.

Leave Without Pay must be requested in a timely manner using the Leave Without Pay Approval Form. Under the provisions of the Anne Arundel County Code, the Chief of Police has the authority to grant up to twenty (20) days of Leave Without Pay. Additional Leave Without Pay may be granted by the Chief of Police with the approval of the Personnel Officer and/or Chief Administrative Officer (CAO).

Timekeepers will not utilize WOP for payroll purposes without first notifying both their District/Division/Section Commander and the department’s Personnel Manager. Leave Without Pay cannot be used until all required signatures are obtained on the Leave Without Pay Approval Form. A supervisor will enter Leave Without Pay in TeleStaff using the appropriate leave code.

Direction will be given by Police Personnel for the use of WOP associated with disciplinary action.

V. ADMINISTRATIVE LEAVE

Administrative Leave can only be granted by the Chief Administrative Officer (CAO) for Anne Arundel County. When Administrative Leave is granted, direction will be given from the Chief of Police via the Personnel Section. Neither supervisors nor timekeepers have the authority to utilize Administrative Leave until confirmation is received from Police Personnel. Supervisors must confirm and validate the appropriate Leave Code is being used when approving requests for Administrative Leave.

VI. UNAUTHORIZED ABSENCE

An employee who is absent from duty without approval will receive no pay for the duration of the absence, and ***will be*** subject to disciplinary action which may include dismissal. ***If an employee is absent from duty without approval, a supervisor will utilize the Telestaff “Persons” directory (or other current directories, if the employee is not in Telestaff) to obtain the employee’s phone number. All attempts will be made to make voice contact with the employee to check on their well-being and availability for work. If the employee cannot be reached via phone, and if feasible, an officer will be sent to the employees listed address to check on their well-being. Any employee who discovers, after the fact, that they were absent from duty without approval, must immediately contact their supervisor.***

VII. MAINTENANCE OF LEAVE RECORDS

The appointing authority is responsible for the maintenance of accurate leave records. Such records will be kept by the timekeepers assigned to respective divisions, sections and units and are subject to periodic inspections to ensure adherence to all applicable procedures and regulations. The Police Personnel Section exercises staff supervision over timekeepers and the maintenance of leave records.

VIII. PROPONENT UNIT: Police Personnel Section.

IX. CANCELLATION: This directive cancels Index Code 701, dated **09-05-19**.