

<b>Anchorage Police Department</b> Regulations and Procedures Manual	<b>Operational Procedures</b> <b>2.01.010</b>	
<b>Policy and Procedure Title</b> Compensation and Benefits--Leave	<b>Effective Date</b> November 10, 2021	Page 1 of 14
<b>Replaces Prior Policy:</b> 11/17/2020	<b>Approved by:</b> Chief Ken McCoy	

**This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.**

## **2.01.010 Compensation & Benefits-Leave**

### **PURPOSE**

To advise all personnel of the authorized reasons for absences from duty and instruct in the proper application for and processing of those requests. To the extent that a collective bargaining agreement provides compensation and benefits more generous to covered employees than those described in this Policy, the provisions of the collective bargaining agreement shall control.

### **POLICY**

That all absences from duty are authorized, and that such absences be granted and documented according to sound management and accounting principles. That all employees are responsible for keeping their employer informed on their unavailability for duty.

### **DISCUSSION**

Although there are many types of leave, they all result in absence from duty with possible impact on both the employee's compensation and the smooth operation of the Department. Consequently, the granting of leave, or the involuntary imposition of leave on an employee, can be a serious matter.

### **DEFINITIONS**

The procedure "Compensation & Benefits--General" (2.01.005) is dedicated to a full discussion and description of the terms critical to the procedures within this chapter.

### **REFERENCES**

Municipal Personnel Rules and existing labor contract(s) between the Municipality and the Anchorage Police Department Employees' Association are the primary reference documents to this chapter, including this procedure. State and Federal laws,

particularly the Fair Labor Standards Act (FLSA), also play a significant role in determining employee benefits.

## **PROCEDURE**

### **I. ANNUAL AND COMPENSATORY LEAVE**

A. **General.** Annual, Compensatory and Non-Cashable leave are discussed together since they are nearly identical. The few major differences are:

1. **Accrual.** All employees automatically accrue annual leave at a rate set by contract and ordinance. Compensatory leave, however, is an optional program whereby worked overtime may be compensated by putting equivalent hours into a compensatory leave bank in lieu of receiving overtime salary.
2. **Cash-in.** Annual leave may be converted to cash (in accordance with current contract(s)), while compensatory and non-cashable leave can only be taken as leave from duty.

B. **Eligibility and Purpose.** There are two purposes of annual/compensatory/non-cashable leave. One is to provide an employee with personal use time, while the other is for short term illness/injury. Confusion can arise here, as annual/compensatory/non-cashable leave is routinely used as "sick leave," although there is a separate and distinct bank of leave called "sick leave." This formal sick leave bank is used for longer term illness and/or injury. Note the following:

1. When used for personal reasons, annual, and, to a point, compensatory and non-cashable leave are granted as workload and staffing allows. When on such leave, there is minimal obligation on the employee to the department. Leave is deducted from either the employee's annual, compensatory or non-cashable leave bank if the employee has such leave available.
2. When annual, compensatory or non-cashable leave is requested for short term illness or injury, it is regarded as a fairly high priority leave to grant even though it is usually requested on very short notice. Consequently, unpredictable staffing deficiencies can result, and lesser priority leaves can be denied. Obviously, if this type of leave is abused, the consequences can be extreme to both the department and employees seeking approval for legitimate absences. To reduce abuse, certain requirements can be made of employees using this form of leave. These include, but are not limited to:

- a. Showing verification of illness/injury; and/or
  - b. Submitting to further medical examination.
- C. **Accrual.** For annual leave, refer to the contract for the accrual rate. Compensatory leave accrues variably, depending on overtime hours worked, the rate of that overtime, and if the employee opts to be compensated by salary or compensatory leave time.
- D. **Application.** When requesting leave, the following applies:
  - 1. The employee shall, depending on the nature of the use, either:
    - a. Properly complete these requests in Telestaff or SAP, when requesting annual/compensatory/non-cashable leave for personal reasons. That application will be processed according to the standards set in this procedure (I. E. 1. a, following).
    - b. If Annual, Compensatory, or Non-Cashable leave is to be used for a short term illness or injury, the employee shall comply with the provisions described in E. b. of this section. Once done, that absence will be deducted from the employee's annual, compensatory, or non-cashable leave bank.
- E. **Processing procedure.** Once an employee requests annual, compensatory, or non-cashable leave, the following process applies (See "B.1." for personal use, and "B.2." for illness or injury use):
  - 1. For personal use.
    - a. The completed Leave Request is submitted into Telestaff or SAP for supervisory review.
    - b. Standards for approval/denial. When supervisors review an application for leave, they become the primary approving/denying authority. A denied application must be based on cause--and, to ensure fairness, the reasoning must be consistent. Setting Department-wide standards is an initial step towards guaranteeing consistency, but police work is so vague and unpredictable in its staffing demands that rigid standards are hard to devise. Ultimately, it is the sound judgment and unprejudiced sense of fairness of a supervisor that ensures equity in personal leave allocation. As an aid to the supervisor in evaluating an application of annual/compensatory/non-cashable leave

for personal reasons, the following guidelines are offered:

- 1) Review the request.
  - 2) Compare the application with any other pending applications, and assess for conflict with any contractual provisions, especially those regarding seniority priorities.
  - 3) Attempt to determine the actual use of leave, and ensure the request is, in fact, for personal use and not eligible for a higher priority leave instead. For instance, an employee might erroneously apply for annual leave to attend the funeral of an immediate family member, or to discharge jury obligations.
  - 4) Weigh the anticipated staffing demands for the period in question. This is perhaps the single most difficult area to assess, but by reviewing scheduled staffing for the day/period in question, other applications for leave, and statistics for required police services, a feel for sufficient staffing can be developed.
- c. Whenever an annual/compensatory/non-cashable leave request for personal use is denied, that application shall be kept with other denied applications within that unit/shift during that time period. Should a previously approved leave be rescinded (either by the applicant or Department), and thus create a leave vacancy, denied applicants shall be contacted according to the chronological order (or, if seniority issues prevail, by descending seniority) of their leave request submissions, and given the opportunity to take all or part of the leave that was previously applied for but denied.
- d. In all cases, applicants for annual/compensatory/non-cashable leave shall be notified of the approval or denial as soon as practical. As always, employees must confirm approval prior to taking leave.
2. For illness/injury.
- a. Notification of absence for illness/injury shall be communicated by employees or their designee to their

immediate supervisor. If unable to contact the supervisor after exhausting all reasonable means, the following alternatives shall be exercised in the sequence shown below:

- 1) Contact any member of the employee's immediate work unit. The person contacted shall relay the information to the absent employee's supervisor by:
  - i. Reflecting the information on plain paper, and causing that information to be given to the absent employee's supervisor; or
  - ii. Contacting the absent employee's supervisor directly, and personally relaying the information to him/her.
- 2) Contacting Dispatch Center. When so notified, the communications clerk taking the call shall relay the information to the absent employee's supervisor by:
  - i. Reflecting the information and emailing it to the affected unit's supervisory chain of command; or
  - ii. Communicating directly with the absent employee's supervisor.

**But, in any event;**

It is the responsibility of the supervisor to check his/her email and voice mail for notification of absence and ensure a Leave Request has been completed on the employee's behalf. The communications clerk is not required to notify the supervisor directly of the absence, although he or she may do so as a courtesy.

- 3) Frequency of notification. Normally, an employee will call in daily to notify of absence for minor illness or injury (as described just above). However, there are two occasions when daily notification is not required:
  - i. If the employee knows that the absence will span several workdays, one notification for that entire period may be made. The

supervisor shall enter that information accordingly.

- ii. The second occasion would be any time a Physician's Report form is submitted. That form acts as notification of absence for a specific period.

Once notified, it is the absent employee's supervisor who is ultimately responsible for the entry of the absence into Telestaff or SAP.

- 1) The employee's supervisor shall review the leave request. This review allows an assessment of leave patterns or abuse and alerts the supervisor that other provisions of the sick leave procedure may be invoked (most notably the requirement of a Physician's Report after 40 hours of absence).
- 2) Standards for approval/denial. Although true illness/injury absences are of the highest priority, requests for such absences can be denied. Exigent circumstances may require the employee's attendance, or the illness/injury might be too minor to be eligible for annual/compensatory/non-cashable leave approval. The supervisor reviewing the request takes such factors into account and may seek verification of the illness/injury by personally visiting the employee.

**F. Obligations of Employees While on Annual/Compensatory/Non-Cashable Leave.**

1. Employees on annual, compensatory, or non-cashable leave for personal use or short-term illness/injury have the following minimum obligations:
  - a. Abide by all applicable Department regulations of conduct (note especially those rules addressing "under color of authority").
  - b. Provide a location and method of contact when absent more than 40 hours, or when leaving the state.
  - c. Abide by the provisions found in 3.06.000 V.C.3.f. regarding relinquishment/storage of Home Cars during extended absences.

- d. Make arrangements to return any Department equipment that might reasonably be needed by others during the absence.

## II. SICK LEAVE

- A. **Introduction.** This section pertains only to longer term absences due to illness or injury. It is critical to note that the earlier section, "I. ANNUAL/COMPENSATORY/NON-CASHABLE LEAVE"--addresses short-term illnesses and injuries, and use of annual, compensatory or non-cashable leave for those short absences. Consequently, the earlier Section ("I. ANNUAL/COMPENSATORY/NON-CASHABLE LEAVE") and this section ("II.") of this procedure must be read together when resolving questions of employee absences due to sickness or injury.
- B. **Purpose.** The purpose of the sick leave is to provide paid absences for employees in the event of "serious health conditions" under the FMLA, either because of a serious health condition on the part of the employee or to care for the employee's spouse, child, or parent who is suffering a serious health condition.
- C. **Accrual.** Employees accrue sick leave at a rate set by contract and ordinance. Compensatory and Non-Cashable leave cannot be added to the formal sick leave bank.
- D. **Application.** Absences from duty due to long-term illness or injury are deducted automatically by the Personnel Office of the Anchorage Police Department when the standards specified in the labor contract are met. The ill/injured employee has no application obligation.
- E. **Processing Standards.** Sick leave is granted under the presumption that the condition warrants that absence, and such leave takes priority over all other forms of leave. However, because such absences may cause severe and unpredictable staffing shortages, or can preempt other optional leaves, and since they are subject to abuse, the Department has authority to ensure that all standards pertaining to medical absences are met. This includes, but is not limited to:
  - 1. Submitting a properly completed Physician's Report form on the next working day following a continuous 40 work-hour absence for illness/injury, or as required by the Department.
    - a. The completed Physician Report forms shall be delivered to the Supervisor or Personnel/Payroll Office of the Anchorage Police Department. They can be submitted by anyone authorized by the affected

employee and can be delivered after hours. Note these cautions, however:

- 1) If delivered after hours, the person delivering the form cannot receive any receipt or confirmation.
  - 2) The Physicians Report is the sole authorization for the absence. Without the form, the employee risks receiving leave without pay for the subject period.
- b. Supervisors have an integral role in the entire sick leave process for employees under their authority. This includes:
- 1) Checking on the welfare and needs of employees; and
  - 2) Making their services reasonably available to employees.

**F. Obligations of Employees While on Sick Leave.** While on sick leave status, employees have the following minimum obligations:

1. Abide by all applicable Department regulations of conduct (note especially those rules addressing "under color of authority.")
2. Provide a location and method of contact during the absence.
3. Absent reasonable medical cause, no travel outside the Municipality without prior approval from that employee's Division Commander. Note that:
  - a. Permission to travel will not be unreasonably withheld; and
  - b. Employees residing outside the Municipality are allowed the same travel authorization as Municipal residents.
4. Abide by the provisions found in 3.06.000 V.C.3.f., regarding relinquishment/storage of Home Cars during extended absences.



5. Make arrangements for the return of any special Department equipment that might reasonably be needed by others during the absence.
6. Submit to municipally sponsored medical examinations, as appropriate.
7. Submit the forms described earlier in this section in a timely, complete, and accurate manner (most notably the Physician's Report form and the Authorization to Release Information form).
8. Be reasonably available for visit(s) and/or telephone contact by a Department representative, most commonly the employee's supervisor.
9. As the medical condition improves:
  - a. Report for light duty, if required (see Light Duty, below).
  - b. Submit a Return to Duty Authorization at the conclusion of the medical condition.

G. **Excess Sick Leave Bank.** The Excess sick leave bank is to provide paid absences for employees who suffer longer term, catastrophic illness/injury. Any employee who suffers such a bona fide medical condition is eligible to use any sick leave accrued in that leave bank. Use of the Excess sick leave bank is governed by the current Collective Bargaining Agreement.

### III. ADMINISTRATIVE LEAVE

- A. **Introduction.** Administrative leave is a "miscellaneous" category of leave that provides the Department with a method of allowing absences on its own initiative for unusual circumstances.
- B. **Eligibility and Purpose.** Administrative leave originates from and is granted by the city administration. Most commonly, administrative leave is given to employees involved in potentially traumatic, on-the-job events. Administrative leave is never punitive.
- C. **Accrual.** Administrative leave does not accrue into, nor is its use deducted from, any leave bank.
- D. **Application.** Administrative leave is not applied for by any employee.

- E. **Processing Standards.** The Chief of Police initiates administrative leave.
- F. **Obligations of Employees While on Administrative Leave.** All obligations of employment while on leave continue, plus any specific, additional conditions.

#### IV. TRAINING LEAVE

- A. **Introduction.** Department employees are routinely exposed to two levels of training; the first is done in-house or locally, which is regarded as part of the person's assignment during that tour of duty. This is not regarded as absent from duty, so "training leave" does not apply. The second is attendance of job-related training session(s) requiring true absence from duty, often longer term and always more distant, with overnight stays necessary. Since this second type is regarded as absent from duty, there must be a time accounting. This is accomplished by applying for and receiving "training leave." This section discusses that procedure.
  - 1. Note this limitation: When training is sought, two levels of approval are necessary:
    - a. First, employees must be eligible for, and receive permission to attend, the training in question. This is normally done by following the instructions given on the training announcement; then,
    - b. If selected for training, the leave to attend the training is requested. Approval to attend a school is not automatic approval to be absent from duty. This procedure only addresses the application for and processing of the training leave.
- B. **Eligibility and Purpose.** Any employee may apply for training leave if attendance of a job-related schooling is desired by the employee or required by the Department, and permission to attend that training has been granted.
- C. **Accrual.** Training leave is neither accrued into, nor deducted from any leave bank.
- D. **Application.** Employees requesting training leave shall submit a properly completed request through PowerDMS. For Department-required training, the employee's supervisor will cause the completion of the leave application on behalf of the employee.

- E. **Processing Procedure.** Approved Training leave resulting in a schedule change for employees will be forwarded to the Personnel/Payroll of the Anchorage Police Department for entry.
- F. **Obligations of Employees While on Training Leave.** While on training leave, employees are required to satisfy all the requirements of an employee on annual/compensatory leave for personal use, but with the following additional obligations:

1. Diligently attend the training sought.
  - a. Retain receipts for reimbursement/per diem.

- G. **Department-Sponsored Training.** Employees who desire to attend a class sponsored by the Department shall submit an application in the form and manner specified in the posting for that training. Applicants shall be selected in a method prescribed by the Training Section, consistent with Department and municipal policy and procedures. This method shall ensure that the curriculum of any course is of benefit to the Department, and that the expenditure is pre-approved.

1. Selected individuals will be placed on temporary duty assignment (TDA) to Training. The resulting administrative impact is as follows:
  - a. Those employees will not be eligible for overtime call-in during the period of the school but will still be responsible for satisfying all normal court obligations, and will be eligible to respond to emergency call-outs of specialized units of which they may be a member.
  - b. Employees who are TDA for more than four (4) days shall assume a "five-eights" schedule, which includes a one-hour unpaid lunch and weekends off. Further, they shall comply with the Training Section directions for attire, and any other special instructions that might be necessary.
  - c. Training leave shall be granted in lieu of working a regularly scheduled shift if there is less than seven hours between the end of one duty cycle and the beginning of another.
  - d. For training that lasts up to six days, employees shall be paid the normal overtime premium for duty performed on what would normally have been a regularly scheduled day off. For schools of more than five days,

employees shall be assigned to Saturdays and Sundays off for the duration of the training.

- H. **Training Other than Department-Sponsored.** Employees who attend schools that are not sponsored by the Department are considered on TDA status for the period of that training, and during the associated travel time. There are no circumstances that would permit overtime salary associated with non-Department-sponsored training.

## V. JURY LEAVE

- A. **Introduction.** Jury leave is an authorized absence allowing employees to satisfy their civic duties as jurors. These duties can occur either:

1. During the employee's normal tour of duty, in which case the employee shall attend jury duty in lieu of Department duty. The exact terms and conditions can be found in the current labor contract.

Or

2. Outside the employee's normal tour of duty. When such attendance meets the standards specified in the current labor contract, the employee may not be expected to appear for some or all of a particular tour of duty. The exact formula is discussed in the labor contract.

**Note:** In either case, it is expected that any absence from duty be documented by a completed Leave Request (indicating "jury leave") and a verification of attendance completed by the court.

- B. **Eligibility and Purpose.** Any employee who appears for jury duty as described in current labor contract is eligible for jury leave. The purpose of such leave is to account for employee absences caused by discharging the duties of a juror. This is distinct from any court activities that are job/case related.
- C. **Accrual.** Jury leave is neither accrued into, nor deducted from, any leave bank.
- D. **Application.** Jury duty requires close coordination between affected employees and their supervisor. Employees must advise their supervisors of the jury obligations in advance, and keep their supervisors apprised of all changes and developments. On concluding a period of jury duty, employees will properly complete and submit the Leave Request.

- E. **Processing Procedure.** When a Leave Request for jury duty is completed, the following process shall occur:
  - 1. Submit the request to the immediate supervisor. Attach any verification of jury attendance given by Court personnel.
  - 2. That supervisor shall enter the absence into Telestaff or SAP.
- F. **Obligations of Employee While on Jury Leave.**
  - 1. Abide by all applicable regulations of conduct for employees on leave. This includes the wearing of appropriate civilian attire; and
  - 2. Any jury duty reimbursements are the property of the employee.

## **VI. FUNERAL LEAVE**

- A. **Introduction.** Funeral leave authorizes absence from duty for any employee who has an immediate family member die. The actual terms and conditions are specified in the current labor contract.
- B. **Eligibility and Purpose.** Whenever a family member (as defined in the prevailing labor contract) dies, the affected employee may submit a Leave Request to seek authorization for a paid absence to attend to matters surrounding that loss.
- C. **Accrual.** There is no "funeral leave bank" that accrues leave time, but all employees are entitled to paid leave to attend funeral activities based on the specific provisions of the current labor contract.
- D. **Application.** When employees suffer the loss of an "immediate family member" (see the current labor contract for definition), they may apply for funeral leave.
- E. **Processing Procedure.** Funeral leave is processed exactly as annual leave, except that it is given higher priority. To review, the Leave Request is completed, and the supervisor reviews the application and will either approve or deny it. Because of the urgency of this type of leave, the supervisor shall process it promptly, and may deny applications for lesser priority leaves to accommodate the funeral leave request.
  - 1. **Obligations of Employees While on Funeral Leave.**  
Employees who are granted funeral leave are expected to use the leave as it was intended--to attend to matters directly

related to the death of a family member. In addition, employees shall:

- a. Abide by all applicable Department regulations of conduct; and
- b. Provide a method of contact to the Department; and
- c. Make arrangements to return any special Department equipment that might reasonably be needed by others during the absence; and
- d. Provide verification of death and identity/relationship of deceased, if requested.

## **VII. MILITARY LEAVE**

- A. **Introduction.** The Federal and Municipal laws governing Military Leave are designed to allow employees to maintain a Reserve Military role without jeopardizing their careers or interrupting benefit accrual. All Department employees are provided with 15 days per year of leave time, compensated according to current labor contract, to satisfy associated military obligations. This leave allowance benefits all parties but operates best when the employee is sensitive to Department staffing needs by selecting military leave times when the absence will not unreasonably or excessively impair Department operations. Consequently, eligible employees are encouraged to participate in military activities, but are also reminded of their responsibility to seek those leave times which would least impact the overall mission of the Department.
- B. **Eligibility and Purpose.** Employees wishing to engage in Reserve military service, including training, may apply for military leave. Military training is not eligible for Department training leave.
- C. **Accrual.** Employees are entitled to 15 days per year of military leave time.
- D. **Application.** Application for military leave is made by entering Military Leave as the type of leave sought and providing a copy of the military orders requiring the absence.
- E. **Processing Procedure.**
  - 1. Once the leave request is completed, orders will be submitted to the Personnel/Payroll office of the Anchorage Police Department, who shall review and process the leave application. If the period in question would result in

significant staffing difficulties, the Department may contact the appropriate military authority to establish if an alternative time would be practical. If so, the leave for the requested period can be denied, based on a substitute period that would satisfy both the military and Department needs.

2. Should employee's desire leave for bona fide military purposes, but have previously exhausted the allocated 15 days, they may submit an annual, compensatory, non-cashable or leave without pay request. Processing of those requests shall be given the same priority as a military leave request, but the absence would be deducted from the employee's leave bank (or, in the case of leave without pay, the absence would be uncompensated).

F. **Obligations of Employees While on Military Leave.** Employees on military leave will be expected to diligently perform the military obligations justifying the leave. In addition, employees shall:

1. Abide by all applicable Department regulations of conduct; and
2. Provide a method of contact to the Department; and
3. Make arrangements to return any special Department equipment that might reasonably be needed by others during the absence; and
4. Submit all military pay vouchers (received during the 150-hour Military Leave allowance only) to the Personnel/Payroll office of the Anchorage Police Department. Military pay received while on Annual, Compensatory, or Non-Cashable leave, or while on Leave Without Pay status, does not have to be turned over to the Municipality.

## VIII. LEAVE WITHOUT PAY

A. **Introduction.** Leave without pay, like all other types of leaves, is an authorized absence from duty, but unlike the other forms of leave, this type of absence is without compensation, and may even suspend accrual of other benefits and/or impact employment status of the affected person. This section of the procedure will:

1. Identify the different types of leave without pay; and
2. Explain how employees get on "leave without pay" status.

B. **Eligibility and Purpose.** There are two broad categories of leave without pay:

1. Administrative leave without pay, known more commonly as "suspension from duty without pay"; and
  2. Personal leave without pay. The different occasions for personal leave without pay include:
    - a. Personal reasons. Extraordinary circumstances may exist that would make it appropriate for employees to request leave from duty without compensation.
    - b. Medical Reasons. Employees might suffer off-duty illnesses or injuries that create absences for periods extending beyond their Annual, Compensatory, non-cashable and Sick leave bank totals combined. The current labor contract and Municipal Personnel Rules define the terms and conditions of using leave without pay to cover such periods. These documents should be consulted for details on eligibility and other features.
- C. **Accrual.** There is no leave bank for leave without pay. However, the labor contract specifies the maximum period of time for different forms of personal leave without pay.
- D. **Application.** Administrative leave without pay is imposed on an employee, not requested. Personal leave without pay, however, may be applied for by employees. Employees shall also attach a letter to the Chief of Police detailing the reason(s) for the leave without pay request.
- E. **Processing Procedure.** Requests for personal leave without pay are submitted to the affected employees' supervisors, but normally considered by the Chief of Police or a designee. Granting of leave without pay is usually done as a discretionary act by the Chief of Police (based on valid management principles) or may be governed by current labor contract provisions.
- F. **Obligations of Employees While on Leave Without Pay.** Employees on personal leave without pay are expected to use the leave for the purposes stated in the letter of explanation to the Chief of Police, and to abide by any special conditions set by the Department while on that leave. Employees on leave without pay for administrative reasons are expected to abide by conditions set by the Department. All persons on any leave without pay shall:
1. Abide by all applicable Department regulations of conduct; and
  2. Provide a method of contact to the Department; and



3. Make arrangements to return any special Department equipment that might reasonably be needed by others during the absence.

## **IX. FAMILY LEAVE**

- A. **Introduction.** Family leave is a form of absence governed by Federal and State law. Family leave shall be granted to eligible employees in accordance with the Family and Medical Leave Act (FMLA), and the Alaska Family Leave Act (AFLA), and AMC 3.30.1515, except to the extent that other leave options provide a leave benefit more generous to employees.
- B. **Eligibility and Purpose.** Employees about to become parents, whether by birth or adoption, should contact the Personnel office for the latest information regarding eligibility.
- C. **Accrual.** There is no family leave bank. Existing leave banks (with certain exceptions) are used first, then leave without pay is made available to employees who wish to take advantage of the entire period of time allowed by law, but who have insufficient leave banks to cover that period.
- D. **Application.** The Personnel/Payroll office of the Anchorage Police Department should be contacted as soon as practical, either by telephone or by memorandum, advising the Department of the possible absence. That employee, in turn, will provide the appropriate leave dates to comply with the law and accounting for the time period sought. It is the employee's responsibility to complete the application for FMLA/AFLA leave.
  1. Should the Department require employees to provide additional verification of the need for FMLA/AFLA leave, the verification shall be submitted to the FMLA coordinator and Personnel/Payroll office of the Anchorage Police Department in a timely manner.
- E. **Processing Procedure.** The Department will process the application in compliance with existing law.
- F. **Obligations of Employees While on Family Leave.** Employees granted leave under the provisions of the Family Leave laws are expected to spend that time with their family, as the law intends. Since this absence can last several months, it is given high priority and can involve two absences (for instance, when both parents are Department employees), it becomes very critical to satisfy the spirit of

the law. Absences from the family during this period would be considered an abuse of family leave. In addition, employees shall:

1. Abide by all applicable Department regulations of conduct; and
2. Provide a method of contact to the Department; and
3. Make arrangements to return any special Department equipment that might be reasonably needed by others during the absence; and
4. Provide verification of birth or adoption, if requested.

Employees have an underlying responsibility to ensure that they have properly applied for and received approval for all absences.

**\*\*\*END OF DOCUMENT\*\*\***