

ASHEVILLE POLICE DEPARTMENT POLICY MANUAL

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INTRODUCTION

The annual leave benefit provided to employees by the City of Asheville allows employees to take time away from work for rest and relaxation and then return to work refreshed. The purpose of this policy is to ensure the method of granting annual leave is consistent and fair for all employees.

POLICY STATEMENT

It is the policy of the Asheville Police Department (APD) to provide a fair method of establishing an employee's annual vacation leave in accordance with City of Asheville policy and consideration of the department's operational needs.

RULES AND PROCEDURES

2008.1 ANNUAL SIGN-UP

- A. The Recruitment and Career Development Section will distribute annual leave sign-up sheets to all work units during **October** of each calendar year.
- B. Department annual leave schedules will be governed by rank and time in grade.
- C. Only one employee in the work unit (shift and team) will be approved to take an annual vacation at any specific time to ensure adequate staffing levels. If an employee is reassigned to a different work unit, the employee's approved vacation will be honored.

- D. An employee may initially sign up for no more than two (2) consecutive weeks of annual leave based on time in grade and leave hours available.
- E. For those wishing to split their time, the list will be circulated through the work unit again, up to four times. An employee may then sign up for up to two consecutive weeks of yearly annual leave. Employees may only sign up for one time period during each circulation.
 - 1. For example: if an employee signs up for Christmas week, they cannot sign up for Thanksgiving or any other holiday week during the first circulation. The employee could, however, sign up for two (2) consecutive weeks at Christmas or Thanksgiving.
- F. If an employee has accrued additional vacation time from previous calendar years, they may sign up for additional leave at the district or work unit level.

2008.2 ANNUAL LEAVE CONSIDERATIONS

- A. Annual leave will be used for rest and relaxation, illness, or medical/dental appointments when sick leave is exhausted, adverse weather conditions or other reasons deemed appropriate by the employee and approved by supervisors.
- B. Employee annual leave schedules will be approved by the employee's immediate supervisor and forwarded through the chain of command.
- C. Annual leave will be scheduled at a time consistent with the operating needs of the department. No annual leave will be approved during the annual Holiday Parade. This includes regularly scheduled duty or event duty.
- D. **Officers** serving a probationary period following the initial appointment may accrue annual leave but will not be permitted to take annual leave **until the successful completion of the field training program** unless **there is an** emergency situation. Such requests must be approved through the chain of command.

BY ORDER OF:

A handwritten signature in black ink, appearing to read "David J. Zack". The signature is fluid and cursive, with the first name "David" and last name "Zack" clearly distinguishable.

David Zack
Chief of Police