CONCORD POLICE DEPARTMENT
GENERAL ORDER

ATTENDANCE AND LEAVE REQUESTS

GENERAL ORDER: 03.05	**CREATED:** December 1, 2000	**ISSUE DATE:** August 20, 2026
CALEA STANDARD: 22.1.9		**EFFECTIVE DATE:** August 20, 2026
ACTION: Amends general order dated October 1, 2022.		

03.05.0 PURPOSE

The purpose of this general order is to establish the standard practice regarding time and attendance for maintaining adequate staffing to ensure uninterrupted daily operations.

03.05.1 POLICY

Reliable and consistent attendance is imperative for coworkers that provide public safety services to our citizens. Absenteeism and tardiness negatively impact our ability to effectively provide services to the citizens of Concord.

Unscheduled absences hinder the department's ability to effectively schedule and plan requested time off for coworkers.

The expectation is that coworkers arrive and be prepared to commence work at their scheduled start time. It is the coworker's responsibility to notify their supervisors of late arrivals, early departures or absences as far in advance as possible. Excessive unscheduled absences, tardiness and early departures, failure to provide appropriate notification, or abuse of leave may result in disciplinary action up to and including dismissal from the Concord Police Department.

03.05.2 DEFINITIONS

A. OVERTIME

Work time that is additional to the normal working hours.

B. PRE-SCHEDULED ABSENCE

Leave taken by coworkers where supervisors have given prior approval for the leave in advance.

C. TARDINESS

Reporting for duty after the established scheduled start time.

D. UNSCHEDULED ABSENCE

An absence not approved by a supervisor prior to being absent.

03.05.3 TIME AND ATTENDANCE

A. All coworkers are responsible for reviewing the City of Concord Time and Attendance policy. It is located in Section 8.9 of the City of Concord Personnel Policies Manual.

B. PRE-SCHEDULED ABSENCES

Vacation leave, use of compensatory time, late arrivals and early departures shall be requested no less than 24 hours prior to the absence and are subject to approval based on department operating needs. Prescheduled and approved absences will not be counted as an unscheduled absence.

C. UNSCHEDULED ABSENCES

If it is not possible to pre-schedule an absence (including a late arrival or early departure), the coworker must:

1. Notify their supervisor no less than 60 minutes prior to the scheduled start of the work day;

2. Give an estimate of how long the absence will be;

3. If the absence is continuous or lengthy, notify the supervisor on a daily basis, or as required by the City of Concord Personnel Policy.

Supervisors shall be vigilant for patterns of absenteeism on a recurrent basis (e.g. repeated absence on the same day of the week or month, following secondary employment etc.).

NOTE: It is understandable that occasions of the sudden onset of an injury or acute illness may occur. Otherwise, the coworker's supervisor shall be notified of an unscheduled absence in the appropriate time frame.

D. TARDINESS

1. Coworkers shall not have more than two (2) occurrences of tardiness within a 90-day period.

2. The third tardiness occurrence within a 90-day period will result in a verbal warning.

3. A subsequent occurrence within 60 days of the verbal warning will result in a written warning.

4. An occurrence within 60 days of the written warning will result in escalated discipline in accordance with General Order 03.17.

E. OVERTIME

For eligible coworkers, no unapproved overtime is permitted. Overtime, including working through lunch and clocking in before or clocking out after scheduled work hours, must have previous supervisor approval. Only that overtime which, in the immediate supervisor's opinion, is necessary to accomplish department objectives shall be approved.

03.05.4 LEAVE REQUESTS

A. Coworkers requesting more than two days of leave at once shall submit a completed Concord Police Department Leave Request Form. When practicable, the coworker should obtain approval from their chain of command at least seven days before they intend to use the leave. However, the coworker's chain of command may approve a request submitted less than seven-days before the coworker intends to use the leave.

03.05.5 SICK LEAVE

A. All coworkers are responsible for reviewing the City of Concord Sick Leave policy. The policy is located in Section 6.2 of the City of Concord Personnel Policies & Procedures Manual.

1. Sick leave with pay is not a right, which a coworker may demand, but a privilege granted by the City Council for the benefit of a coworker when sick. Sick leave shall be granted as leave with pay to a coworker absent from work for any of the following reasons: an illness, bodily injury resulting in temporary disability, medically required confinement; medical and dental appointments. In cases of job related injuries, sick and annual leave may be utilized to supplement workers' compensation benefits to equal regular pay.

2. A supervisor may request a doctor's excuse when it is suspected that a coworker is abusing the sick leave policy. There is no need for a doctor's excuse for a sick absence after/before a holiday, or for a sick absence during adverse weather conditions.

3. Sick leave may also be used to accompany immediate family members to doctor's appointments or medical treatment and may be used when illness, injury or medical appointment of a member of a coworker's immediate family **requires** the presence of the coworker. Immediate family is defined for the purpose of this section as parent, spouse and child for which coworker is a parent/legal guardian. Sick leave used for immediate family may apply to FMLA, but may not be in addition to the 12-week protected period.

4. Coworkers utilizing sick leave shall remain absent from duty only for the period of time reasonably necessary for the qualifying reason for which the sick leave was taken. If, during the coworker's regularly scheduled work hours, the condition or circumstance requiring the use of sick leave no longer prevents the coworker from safely performing their assigned duties, the coworker shall promptly notify their supervisor and report for duty for the remainder of the scheduled work period, unless other leave has been approved by a supervisor.

5. Coworkers shall not misrepresent the need for sick leave or utilize sick leave for purposes other than those authorized by the City of Concord Sick Leave Policy. Engaging in personal, recreational, social, or entertainment activities while utilizing sick leave may be considered in determining whether sick leave has been misused when the activity is inconsistent with the stated reason for the absence or the coworker's claimed inability to perform assigned duties.

6. Misrepresentation, fraudulent use, or other abuse of sick leave may result in disciplinary action in accordance with applicable City and Department policies.

7. Nothing in this section shall be interpreted to restrict leave that is otherwise authorized or protected by applicable law or City policy.

B. EXHAUSTION OF SICK LEAVE ACCRUALS

If for any reason a coworker does not have accrued leave time in his/her bank on the day of an unscheduled absence, the coworker will be issued a written warning. The following list constitutes exceptions to the policy:

1. Funeral Leave (advance notification to your supervisor is required when possible);

2. Jury Duty (court-provided documentation and advance notification to your supervisor is required when possible);

3. Military Leave;

4. Worker's Compensation Time;

5. Designated and documented leave under the Federal Family & Medical Leave Act.

03.05.6 MILITARY LEAVE

The Concord Police Department recognizes and supports members of the armed forces. Military training and activation of reservists and members of the armed forces are unique circumstances that require coordination and communication between the coworker and the department. The intent of these guidelines is to establish a plan for military leave situations and subsequent planning of manpower.

A. NOTICE OF MILITARY LEAVE

1. As soon as practicable, coworkers shall submit their training/drill dates or any changes to those dates to their immediate supervisor for each military fiscal year.

2. Coworkers should promptly notify their direct supervisor of any anticipated orders.

3. Any coworker who has received written or verbal military orders shall notify their direct supervisor as soon as such orders have been received.

4. No advance notice is required if military necessity prevents the giving of the notice or the giving of the notice is impossible or unreasonable.

5. For military reservist training, the Chief of Police or designee must present to the Director of Human Resources on any reservist utilizing military training leave, a copy of the reservist's orders at least seven days prior to the effective day of leave. The policy does not apply to periodic weekend drills.

6. In cases of extended military duty all coworkers are required to provide the department with advance notice (unless giving notice is precluded by military necessity or otherwise is impossible or unreasonable). Notice may be either written or oral. It may be provided by the coworker or by an appropriate officer of the branch of the military in which the coworker will be serving. The coworker shall provide a copy of his/her orders to the Chief of Police.

7. Unpaid military leave for more than 90 days will require a coworker to turn in assigned equipment to the Professional Standards Division administrative assistant upon completion of their last duty day before beginning military leave as outlined by G.O. 06.01.14. All equipment will be stored in the equipment room

and will be re-issued upon the coworker's return to duty.

8. The deployed coworker shall complete a pre-deployment exit interview with the Chief of Police or his designee.

9. In order to maintain constant communication and a smooth transition, the deployed coworker's Bureau Commander or designee shall be designated as the department's point of contact. The department's point of contact shall:

   a. Work to ensure a process for communication with the deployed coworker is established. This can be accomplished through both traditional and electronic methods and in accordance with any military protocols; and

   b. Make every effort to ensure that the deployed coworker is notified of department news, significant events and promotions or promotional opportunities.

10. The City of Concord Director of Human Resources or designee shall serve as the Human Resources point of contact for all deployed coworkers in order to ensure that the coworker's rights, responsibilities, and minimum requirements are in statutory law, to include but not limited to the Uniformed Services Employment and Reemployment Rights Act of 1994. (USERRA) are protected.

B. REPORTING BACK TO DUTY

When applying for military leave, each coworker shall indicate their anticipated return to work date. Upon the completion of their military commitment, the coworker shall return to duty as soon as practicable within the time parameters established by federal law.

Upon the completion of their military commitment, the coworker shall report back to departmental duty in compliance with the criteria federal guidelines;

1. Service of 1 to 30 days

   Coworker must report by the beginning of the first regularly scheduled work day that would fall eight hours after the end of the calendar day. If, due to no fault of the coworker, timely reporting back to departmental duty would be impossible or unreasonable, the coworker must notify their immediate supervisor and report back to work as soon as possible.

2. Service of 31 to 180 days

   Coworker must submit notice to return to departmental duty no later than 14 days after completion of service. If submission of a timely notice is impossible or unreasonable through no fault of the coworker, notice must be submitted as soon as possible.

3. Service of 181 days or more

   Coworker must submit notice of return to departmental duty no later than 90 days after completion of a military service.

C. REINTEGRATION PROCEDURES

1. Any coworker on a military leave of absence of six months or longer, upon completing his/her military service obligation, must return to work in a timely manner as established by applicable laws. Failure to return to work after an approved military leave in a timely manner, falsification of the reasons for taking the military leave or working elsewhere while on the military leave can result in termination of the leave of absence and /or discipline, up to and including dismissal from the Concord Police Department.

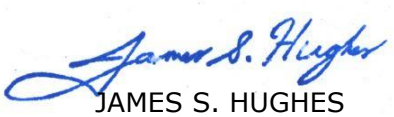
2. Prior to returning to full duty, a coworker that has been on military leave for a period six months or more will meet with the Chief of Police for a reintegration interview.

3. Coworkers returning from leave shall be reissued all equipment. The coworker shall contact the Professional Standards Division administrative assistant as soon as notice to return to work is received and request re-issuance of all previously assigned equipment.

4. The returning coworker will meet with the Training and Recruiting sergeant to determine what missed training or certifications must be completed. A schedule will be made to accomplish all required training tasks.

5. The returning coworker will be required to complete weapons qualifications if previous qualification has expired.

6. Returning coworker must review all changes to department general orders and familiarize themselves with revisions of policies and procedures.



JAMES S. HUGHES
CHIEF OF POLICE