

**CAPITOL POLICE SECTION
OFFICER RULE 6
VACATIONS**

Section 6-1 **Capitol Police Section Officers**

A. Vacation leave, with pay, shall be earned by all full-time Capitol Police Section (CPS) Officers at the rate of one (1) working day for each full month of employment. No vacation leave shall accrue while on leave without pay or while in a disability status.

1. CPS Officers completing five (5) years of accumulated full-time employment or 10 years of accumulated half-time employment shall accrue three (3) additional bonus vacation days.
2. CPS Officers completing 10 years of accumulated full-time employment or 20 years of accumulated half-time employment shall accrue five (5) additional (total 8) bonus vacation days.
3. CPS Officers completing 20 years of accumulated full-time employment or 40 years of accumulated half-time employment shall accrue five (5) additional (total 13) bonus vacation days.
4. Vacation leave shall be credited only to CPS Officers who are in pay status.
5. Time spent in out-of-pay status, except for military service, shall be deducted from total service time in computing eligibility for vacation leave.

B. Policy.

1. No vacation shall accrue for full-time CPS Officers during the first six (6) months of employment, but upon completion thereof, regular vacation leave shall be credited for time served during such periods. CPS Officers who resign before they have completed six (6) months of employment shall not be paid for any vacation leave.
2. No vacation shall accrue when a CPS Officer has 15 or more days spent in an out-of-pay status during the accrual period. No vacation days shall accrue during time spent on special sick leave, disability, or while off due to injury under Public Law 35.
3. The Department shall not condition approval of vacation leave on the reason for the request. CPS Officers may not take vacation leave without approval of the CPS Commander or designee.
4. Commanders may approve a CPS Officer's request for vacation leave up to and including four (4) consecutive weeks. All requests for vacation leave in excess of four (4) consecutive calendar weeks shall be submitted to the Special Operations Commander for consideration. The Assistant Chief of Staff for Human Resources and Administration shall be advised when any CPS Officer has been granted more than four (4) weeks of consecutive leave.

5. For the good of the service in arranging vacation schedules, the CPS Commander may approve the request of a CPS Officer to anticipate (for scheduling purposes only), as of yet, unearned vacation leave not to exceed three (3) days.

6. CPS Officers may carry forward a maximum of 60 vacation days.

7. Charging of Leave.

a. Vacation leave shall be charged as one (1) day for each day of absence on which the CPS officer is scheduled to work the full day and as one-half day on each day of absence on which the CPS Officer is scheduled to work one-half day.

b. Vacation shall not be charged on a legal holiday, scheduled day off, or compensatory day off.

c. Vacation leave shall not be taken in less than one (1.0) hour increments.

C. Payment for unused vacation, earned overtime, and holidays upon separation.

1. Upon separation from the service in good standing, a CPS Officer shall be paid for unused vacation for a maximum of six (6) calendar weeks; plus, earned overtime and holiday leave to the extent accumulated. When applicable, these monies shall be paid to beneficiaries of deceased CPS Officers.

2. If a CPS Officer has used anticipated vacation leave, as described in Paragraph B-3 above, and separated from the service before actually earning such leave, payment for the unearned used leave shall be deducted from the final payment of salary.

3. Unused or accumulated vacation days may be carried over from the previous calendar year.

D. A CPS Officer, who resigns in good standing after June 30, 1982 and is subsequently rehired, shall have reinstated six (6) months after rehire, any vacation leave that was accrued but was unused and uncompensated for at the time of the officer's resignation.

E. CPS Officers reassigned within the section shall not lose any accrued vacation leave.

Section 6-2 **Vacation Schedules (24 Hour Rotating Schedule)**

A. A supervisor's vacation leave shall not be included in the scheduled vacation leave allocation of the supervisor's employees.

B. Department vacation leaves shall be scheduled through a meeting of the affected personnel, conducted by a supervisor in February of each year. The agreed upon schedule will start with the third work period of the year. At this meeting a vacation schedule may be arrived at by:

1. An informal, unanimous agreement of the personnel involved; or

2. Seniority and the following guidelines:

a. Seniority for CPS Officers shall be based on the date of hire (as a CPS Officer).

b. Seniority for personnel with rank shall be based on continuous time in grade.

Note: Days off due to disciplinary suspensions shall not be used to reduce an employee's seniority for the purpose of determining vacation draw rankings.

c. Personnel with the same hire date shall be ranked based on PE number, starting with the lowest PE number selecting first in the current year; then, a rotation shall be established for each following year.

C. Vacation Selection.

1. Personnel shall be allowed to schedule as many "vacation days" as they wish (except as indicated in section 6-1, B, 3 and 4) during each selection round; however, all vacation days must be scheduled consecutively and will not be separated by the use of any compensatory or personal leave time.

2. Vacation time off shall include regular days off and holidays that are consecutive to the approved vacation time.

D. Vacation schedules and issues not covered/resolved by this rule shall be decided and approved by the applicable commander.