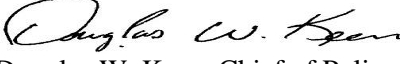




City of Manassas Police Department General Duty Manual



Effective Date: 11-25-2013	GENERAL ORDER	Number: 03-03
Subject: Leave		
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Accreditation Standards: 22.1.9	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 4

PURPOSE:

To establish and clarify procedures for the administration of attendance and leave for Department members in accordance with all applicable sections of the City Employee Handbook.

POLICY:

Supervisors at each level of authority are responsible for the control of absence from duty of their subordinates. This responsibility includes ensuring that all employees under their immediate supervision are present and accounted for during the entire tour of duty.

Requests for leave of all types must be approved / disapproved by the appropriate supervisor. Any leave requested for more than 15 (fifteen) days must be approved by the Chief of Police.

It is the responsibility of all employees to ensure arrangements are made to address any work related events, training, meetings, or court dates that may be scheduled during the period of requested leave.

DISCUSSION:

A comprehensive description of the City's holiday and leave policies is located in Sections 4 and 5 of the Employee Handbook. This General Order addresses the internal administration of attendance and leave under the following subtopics:

- I. Time and Attendance Reports.
- II. Annual Leave.
- III. Sick Leave.
- IV. Leave Without Pay.
- V. Family and Medical Leave Act.
- VI. Bereavement Leave of Absence.
- VII. Military Leave.

PROCEDURE:

I. Time and Attendance reports

- A. Time and attendance is governed by Section 2 (and other applicable sections) of the Employee Handbook.
- B. Each member records his time and attendance on a daily basis on a Payroll Timesheet, issued by the Fiscal Technician. Payroll Timesheet for all employees except sworn Patrol officers covers a two- week pay period that runs from Mondays to Sundays. Timesheets for sworn Patrol officers covers a 28-day period.
 1. See Attachment "A" for the Payroll Timesheet issued to sworn members.
 2. See Attachment "B" for the Payroll Timesheet issued to non-sworn members.
 3. Auxiliary Officers and non-sworn volunteer members are not issued a Payroll Timesheet.
- C. Members are responsible for the accuracy of the Payroll Timesheet, and for ensuring review by a supervisor prior to receipt by the Fiscal Technician or designee.
- D. Supervisors are responsible for ensuring that each Payroll Timesheet for their subordinates is complete, legible, signed and received by the Fiscal Technician or designee before 08:00 hours on Mondays of a new

Effective Date: 11-25-2013	GENERAL ORDER	Number: 03-03
Subject: Leave		Page: 2 of 4

pay period, or as instructed. Payroll timesheets may be submitted earlier than Mondays for those on shift work, extended absence, or days off at the conclusion of the pay period.

- E. Supervisors should have their subordinates' Payroll Timesheets done ahead of time for any planned extended absence, such as vacation or training.
- F. The actual number of hours worked or on leave is entered in the appropriate box.
- G. The "Comments" sections should be used to specify work assignment hours outside normal duties, such as school, seminars, or temporary assignments.
- H. Hours worked are entered in the box of the date that corresponds to the date on which the shift started.

II. Annual Leave

- A. Annual leave is governed by Section 5.13 of the Employee Handbook.
- B. Annual leave is intended to provide members with adequate time for a vacation from the work area, and to receive rest and relaxation. The rate of accrual is set forth in Section 5.13 of the City Employee Handbook.
- C. Members are encouraged to plan leave well in advance. Annual leave should be requested at least 48 hours in advance. In cases of emergency, leave is acted on immediately.
- D. The person requesting leave completes a City Application for Leave form (see Attachment "C").
- E. Leave forms should be approved / denied by the member's immediate supervisor. In cases where this is not done, the supervisor approving or denying leave is responsible for notifying the requestor's immediate supervisor of their action.
- F. The leave form is attached to the member's Payroll Timesheet for the period in which leave was taken.
- G. All requests for leave should be acted on as rapidly as possible. Any delay in approving / denying leave should be explained to the requesting member as soon as possible.
- H. Supervisors are responsible for the fair administration of annual leave. Supervisors should devise a plan for granting leave that provides adequate coverage with a fair distribution of time off to all members.
- I. Supervisors in the Patrol Services Division should communicate leave plans to other affected supervisors so as to provide for adequate coverage during overlapping shifts.

III. Sick Leave

- A. Sick leave is governed by Section 5.2 of the Employee Handbook.
- B. Sick leave is intended for use in cases of illness or injury of sufficient seriousness to prevent a member's attendance for duty; or for required physical, optical or dental examinations and treatments. Sick leave may be approved for illness of spouse, children, or any other person living in the member's household or for whom the member is responsible, if warranted.
- C. Sick leave is only to be used when actually warranted.
- D. A physician's certificate may be required as evidence of an illness or incapacity because of injury, in excess of 3 (three) work days, or as determined by the supervisor, before compensation for time lost is allowed.
 - 1. In the event that a member is absent for 3 (three) or more work days, the member's immediate supervisor is responsible for notifying the Director of Human Resources.
- E. Members should give as much advance notice as possible of an absence due to illness or injury. At least 1 (one)-hour notice is expected.
- F. The member should personally notify his immediate supervisor of the absence. In the event that the member's immediate supervisor can not be located, the member should notify the Duty Supervisor.
 - 1. The member should make an absence notification call personally, on each day he will miss a tour of duty, except in situations involving a long-term illness where prior arrangements have been made.
- G. The Duty Supervisor is then responsible for notifying the appropriate oncoming supervisor of the absence in an effort to determine whether there will be adequate personnel to work the oncoming shift.
 - 1. In the event that additional personnel are required by the oncoming shift, the Duty Supervisor should cause off-duty officers to be contacted for an overtime assignment.
- H. Upon the member's return to duty, he completes a City Application for Leave form (see Attachment "C"), and submits it to his immediate supervisor, who routes the form as noted in Section II, E, above.

IV. Leave Without Pay

Effective Date: 11-25-2013	GENERAL ORDER	Number: 03-03
Subject: Leave		Page: 3 of 4

- A. In accordance with Section 4.2 of the Employee Handbook, Leave Without Pay may be approved by the Director of Human Resources.
- B. The member applies for Leave Without Pay in writing to his immediate supervisor. The request, together with the supervisor's recommendation, is forwarded to the Director of Human Resources for a review, and then forwarded to the City Manager for his review and approval.
- C. Requests for Leave Without Pay and other classes of leave are governed by Section 4 of the Employee Handbook.

V. Family and Medical Leave Act (FMLA)

- A. FMLA leave requests are governed by Section 4.6 of the Employee Handbook. Members are entitled to up to 12 weeks of leave during a 12-month period, for certain qualifying purposes.
- B. Some of the qualifying purposes include leave for a birth or placement for adoption or foster care, care of a son, daughter, spouse, or parent who has a serious health condition or a serious health condition that makes the member unable to perform the functions of his job.
- C. Any member who desires to use FMLA leave is to consult Section 4.6. of the Employee Handbook, and follow the procedures and requirements detailed by the regulations therein.

VI. Bereavement Leave of Absence

- A. Bereavement leave is governed by Section 4.3 of the Employee Handbook. Full-time regular employees who experience a death in his/her immediate family may be granted up to 24 consecutive hours of paid bereavement leave.
- B. Immediate family is defined as spouse, children, parents, brother, sister, aunt, uncle, grandparent, grandchild, step-children, step-parents, niece, nephew, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent-in-law, guardian or relative residing in the employee's household.
- C. This leave commences upon notification and approval by the Department head.
- D. In the event of multiple deaths in the immediate family, each death shall be treated separately and bereavement leave shall be granted accordingly.
- E. To be eligible for bereavement, the employee shall have worked his/her complete scheduled workday before and after the bereavement leave period, unless the employee was on an approved paid leave. If more than the allotted number of days leave is required, other leave available to the employee may be used, including sick leave.

VI. Military Leave

- A. Military leave is governed by Section 4.5 of the Employee Handbook. The policy of the City of Manassas is to follow the letter and spirit of the Uniformed Services Employment and Reemployment Rights Act ("USERRA"), which guarantees jobs to returning members of the U.S. Armed Forces under most circumstances.
- B. The following provisions apply to military activations exceeding 180 days.
 - 1. The Administrative Services Division (ASD) Commander is the agency's coordinator in matters related to military leave. The ASD Commander or designee will serve as the point of contact with the activated member during pre-deployment, deployment and post-deployment.
 - 2. The City's Human Resource Manager or designee within that office shall serve as the City's point of contact for the activated member, and coordinates with the ASD Commander.
 - 3. Prior to deployment and upon the member's return the Chief of Police or designee shall conduct interviews with the activated member, to discuss arrangements, concerns and expectations.
 - 4. The ASD Commander or designee shall ensure that department issued equipment assigned to the member is properly stored.
 - 5. The ASD Commander or designee shall ensure there is a process for maintaining communication with the member while deployed.
 - 6. Upon the member's return, the ASD Commander or designee shall coordinate a reintegration plan to include refresher training and weapons requalification as appropriate. The following are areas which may be incorporated into the reintegration plan:

Effective Date: 11-25-2013	GENERAL ORDER	Number: 03-03
Subject: Leave		Page: 4 of 4

- a. Defensive tactics refresher training.
- b. Review of critical general orders.
- c. Review of new or revised policies or procedures.
- d. Legal refresher training.
- e. Temporary assignment with a Field Training Officer.

Attachments: "A" City of Manassas Payroll Timesheet for sworn members.
 "B" City of Manassas Payroll Timesheet for non-sworn members.
 "C" City of Manassas Application for Leave.

Index as: Leave, Annual.
 Leave, Sick.
 Leave Without Pay.
 Absence From Duty.
 Time and Attendance.
 Family Medical Leave.
 Bereavement Leave.
 Military Leave.

References: N/A