



**Chapter:** Personnel  
**Subject:** 03-22 – Time Accounting Reports  
**Effective:** April 19, 2022  
**Supersedes:** Official Order 47, Sections 47.11.2, dated September 14, 2021  
**Distribution:** Department Members

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**PURPOSE:** This Order establishes department policy for the required member time accounting reports.

#### **03-22-1 TIME ACCOUNTING REPORTS**

##### **A. Daily Reports**

- (1) Enforcement members shall complete and submit their Officer's Daily Report according to instructions associated with the Field Operations Bureau Automated Daily, UD-2X.
- (2) Members shall complete and submit an Employee Time and Attendance Report, PD-089, or in the SIGMA payroll system at the end of each biweekly pay period.

##### **B. Leave Requests**

- (1) The PD-089 or officer's daily are the official documents for recording the use or accrual of annual leave, duty-related and non-duty related sick leave, administrative leave, jury duty, initial leave grant, military leave, deferred Plan B hours, banked leave time, compensatory time, school and community leave, and union activity (organizational leave).
- (2) Leave time submitted requires initials of approval on the PD-089 or the officer's daily. Administrative leave and union leave requires a reason noted in the comments portion of the PD-089 or officer's daily and SIGMA timesheet. American with Disabilities Act (ADA) regulations restrict the ability of the employer to inquire as to the nature of an employee's illness/injury when requesting the use of sick leave. After three consecutive days of sick leave usage, certification or other evidence may be requested by the worksite supervisor, unless in conflict with a collective bargaining agreement.
- (3) The member shall present the PD-089 or officer's daily report to the supervisor for approval at the time the request is made for the leave.

##### **C. Time and Attendance Reporting**

The member shall enter the biweekly time and attendance into the payroll system by the end of each biweekly pay period. To assure timely generation of pay warrants, worksite entries shall be certified on schedule. The PD-089 shall be maintained according

to the written directive related to the retention schedule.

- D. Pay warrants shall not be cashed before the date on the warrant.

DIRECTOR

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**Annual Review Responsibility:** Human Resources Division

**Accreditation Standards:** CALEA TBD