

## 530 ABSENCES FROM DUTY

I. DISCUSSION: In order to avoid any misconceptions relative to terminology used in reference to an absence from duty, this directive provides the intended meaning of such terminology and attendance sheet codes used in these cases.

### II. DEFINITIONS:

- A. Household Member: Defined as any person residing at the employee's residence, and with whom the employee is living as a family or caregiver.
- B. Immediate Family: Defined as spouse, son, daughter, brother, sister, father, mother, father-in-law, mother-in-law, grandparents, granddaughter, grandson or any other member of the employee's immediate household. For domestic partnerships, this shall include the equivalent immediate family as listed herein.
- C. Relative: Defined as an aunt, uncle, brother-in-law, sister-in-law, nephew or niece. For domestic partnerships, this shall include the equivalent relative as listed herein.

### III. POLICY:

- A. Annual Leave (vacation):
  - 1. Annual leave is accumulated as provided in the City of Tampa Personnel Manual, section B7, and applicable union contract.
  - 2. Two hundred forty hours is the maximum amount that sworn or non-sworn personnel may carry over into a new calendar year.
  - 3. When an employee resigns from the department, the division commander or his or her designee will contact the COT Human Resources Division, Payroll Section to ascertain leave status for payroll purposes (see SOP 610). The employee will be paid for unused leave up to 240 hours except when his or her probationary period has not been completed. In addition, an employee who fails to give fourteen days notice prior to resignation shall have one day of leave deducted for each calendar day short of fourteen days.
  - 4. An employee will be granted at least 80 hours annual leave during any year. Sworn employees shall be afforded the opportunity of taking at least 80 hours of annual leave during any year as provided in article 19.5 of the PBA bargaining agreement, if properly requested, providing adequate time has been accumulated. As provided in Article 19.5 of the P.B.A. bargaining agreement, employees shall not be authorized the use of annual leave until after completion of six months of the entrance probationary

period. The attendance sheet will reflect "ANN" when an employee is on annual leave (vacation).

- B. Compensatory Time: The period of time during which an eligible employee is absent from his or her normal tour of duty, with compensation, as a result of having accumulated a corresponding amount in overtime. Compensatory requests should be directed to the immediate supervisor of the requesting employee as far in advance as required by the division. The attendance code is "CPL."
- C. Funeral Leave:
  - 1. An employee will be granted three days funeral leave for a death in the immediate family, or for a death of a household member's immediate family. The attendance code is "DEA." The A.T.U. Contract, article 14.4, with the authorization of the Director of Human Resources, employees may be granted the use of sick leave to attend the funeral of family members not otherwise covered by this article.
  - 2. An employee will be granted two days funeral leave for the death of a relative or for the death of a household member's relative.
  - 3. Funeral leave is not deducted from the employee's accumulated sick or annual leave.
  - 4. Based on the individual circumstances, an employee may request two additional days for the death of a family member or relative. The two extra days will be deducted from sick or annual leave time at the employee's discretion.
- D. Day Off (attendance code "N"): Those dates on which a department employee is authorized to be absent from his or her normal tour of duty. Days off are so designated by the proper authority.
- E. Holiday: Those days designated by the Mayor, by executive order, to be dates of authorized absences, plus one additional Floating Holiday (FHL) an employee can request per PBA 18.4, ATU 26.6 and City of Tampa Personnel Manual B6A.6. Because all personnel cannot be granted a holiday at the same time:
  - 1. If a holiday or excused day falls on a work day (and it is not taken off) or on a regular day off, the employee shall receive pecuniary compensation;
  - 2. Sworn employees with the rank of Lieutenant or below may bank holiday time (HOB) or receive pay.
  - 3. The attendance code for an employee who uses a holiday is "HOL." If the employee works on the holiday, the attendance space for that employee is to be accurately filled in by the employee.

4. In the event that an employee fails to utilize the Floating Holiday within the fiscal year, there shall be no carry over of the unused time to the next fiscal year nor cash payment in lieu of usage. Employees shall not be eligible for payment of the unused Floating Holiday upon separation from employment.
- F. Leave of Absence Without Pay: May be granted in certain circumstances. The attendance code is "AWP." Refer to SOP 645 for additional information.
- G. Military Leave (attendance code "MIL"): An authorized absence from work, with pay, because of an order of the armed services for the employee to fulfill regular military duties, field training, or emergency military obligations.

All personnel who are fulfilling military obligations will be granted leave with pay for scheduled military functions, not exceeding 240 hours per calendar year (see SOP 539). Military leave will generally be granted ONLY when the employee presents written orders from an authorized military commander directing the employee to report for training or duty.

- H. Jury Duty: Occurs when an employee is summoned by a court to serve as a juror. The employee will receive full pay and benefits for the period during which the employee is in attendance in such activity. The attendance code is "JUR." Other reasons for "JUR" are listed in the City of Tampa Personnel Manual and A.T.U. Contract. "JUR" applies only to non-sworn employees. The employee may retain any compensation paid for jury duty.
- I. Sick Leave: Sick leave accumulated as reflected in the City of Tampa Personnel Manual, section B8, shall be allowed:
1. In case of actual sickness or disability, or necessary medical appointments (attendance code "SCK"); or,
  2. In case of illness of the employee's spouse, child, or household member, up to 45.7 (sworn) or 40 (professional staff) hours per calendar year may be granted to the employee (attendance code "SKO"). This time is to be deducted from the accumulated sick time.
  3. When a holiday and sick day coincide, the holiday will prevail.
  4. At the time of longevity or disability retirement (including deferred retirement), employees will be paid for one-half of the total accumulated sick leave. Upon the death of an employee, his/her legal heirs shall receive

a lump sum payment equal to 75% of the employee's accumulated unused sick leave account at the employee's last rate of pay.

5. Absences of more than three days will necessitate the completion of Sick Leave Not in Line of Duty Report, TPD Form 676, and Medical Status Report, TPD 675 (refer to SOP 623.1).
  6. See SOP 645 regarding procedures for leave under the Family and Medical Leave Act of 1993.
- J. Special Duty: An assignment away from an employee's normal duties, when the assignment occurs outside Hillsborough County. For an employee to be carried "special duty" an order must be signed by the Chief of Police or his designee. A copy of that order must accompany the daily attendance record when the bi-weekly report in which the first day of the special duty occurs is forwarded to the COT Human Resources Division, Payroll Section.
- K. Temporary Duty: Any assignment which takes an employee away from his/her normal duty station for at least a full workday, and which does not meet the criteria for special duty. An order signed by the Chief of Police will be issued; however, a copy of the order attached to the daily attendance record is not required.
- L. Overtime: The amount of time expended by an employee in the performance of duties beyond the normal tour of duty or on days previously designated as days off. Employees must refer to SOP 688 and the City of Tampa Personnel Manual, section B4, and applicable union contract for further information on this subject.
- M. Absence without Leave (attendance code "AWL"): An absence for any part of a workday, which is not approved by the employee's immediate supervisor. Absence without leave of three consecutive days may result in dismissal as quit without notice.
- N. Injury:
1. Sworn personnel injured on duty: A sworn employee injured in the performance of duty will be carried "WFP" (Workers' Compensation) on the attendance sheet. No deduction is to be made from his or her sick leave account (refer to SOP 623).
  2. Non-sworn personnel injured on duty: A non-sworn employee injured in the performance of duty will be Workers' Compensation (code "WGE") on the attendance sheet. The use of annual or sick leave, holiday, or compensatory time is prohibited during this period.

3. Sworn or non-sworn employee injured off duty: A sworn or non-sworn employee injured off duty will be carried sick (SCK) on the attendance sheet.
  4. Refer to SOP 623 and 623.1 for additional instructions.
- O. Union Business Leave:
1. PBA representatives will be granted time off to conduct union business in accordance with the current agreement between the City of Tampa and the Police Benevolent Association. The attendance sheet will reflect "UNP."
  2. ATU representatives will be granted time off to conduct union business in accordance with the current agreement between the City of Tampa and the Amalgamated Transit Union. The attendance sheet will reflect "UNG."
- P. Relieved from Duty with Pay (attendance code "RFD"): Occurs when an employee is instructed not to report for normal duties (while continuing to receive full pay and benefits) when it is in the best interest of the city and is authorized by the Chief of Police.
- Q. Suspension (code "SUS"): Occurs when an employee has, usually as a result of a disciplinary action, been temporarily barred from office or position without pay.

Supersedes SOP 530, dated 3/14.