ANNUAL LEAVE & HOLIDAY LEAVE

INDEX CODE: 701.A
EFFECTIVE DATE: 11-21-24

Contents:

I.   POLICY

It is the policy of Anne Arundel County Police to provide proper levels of staffing to accomplish the agency's mission.

II.   ACCRUAL AND ACCUMULATION OF ANNUAL AND HOLIDAY LEAVE

Each employee, regardless of duty-status, is individually responsible for reviewing and monitoring their own leave to ensure enough leave is available for approved, scheduled absences from work and that leave is not lost due to being in excess of applicable accumulation and roll-over rules.

A.   REPRESENTED EMPLOYEES

Employees covered under a collective bargaining agreement accrue and accumulate annual and holiday leaves in accordance with the applicable memorandum of understanding. Any leave not covered by the applicable memorandum of understanding is accrued in accordance with Anne Arundel County Code.

B.   UNREPRESENTED, NON-EXEMPT, SWORN EMPLOYEES

Unrepresented, Non-Exempt, Sworn Employees accrue annual and holiday leaves entitlement advanced beginning in the first, full pay-period of each calendar year. Annual and holiday leaves are accrued in accordance with Anne Arundel County Code.

C.   OTHER EMPLOYEES

All other employees receive annual and holiday leaves in accordance with Anne Arundel County Code (§ 6-1-301).

III.   HOLIDAYS

Sworn personnel, Crime Scene Technicians, and Police Communications Operators work their normal schedule regardless of any holiday *specified in Anne Arundel County Code (§ 6-1-301)*, and schedule leave according to this directive and the procedures established by their supervisors.

All other civilian employees take holiday leave on the days designated by the County.

IV.   SCHEDULING USE OF LEAVE

A.   GENERAL RULES

Annual leave accruals and accumulation are based on the calendar year, but beginning on first, full pay-period of the calendar year. Except as noted otherwise in this policy, employees may use annual leave as it is accrued and subject to approval of the employee's supervisor. ***Requests to use annual leave may be denied if the requesting employee has insufficient leave or to maintain the operational duties of a department component.***

The use of advanced ("up-front") leave may be restricted by the employee's commander/manager in consultation with the Police Personnel Manager. Any such restrictions must be documented with reasonable justification for the restriction and placed in the employee's personnel file.

Supervisors are responsible for ensuring their subordinates' leave is properly entered into the department's computerized scheduling system.

B. SCHEDULING ANNUAL LEAVE FOR OFFICERS ASSIGNED TO PATROL DUTIES

Deviations or exceptions to the policies regarding the scheduling of leave under this section may be approved by the requesting employee's district commander.

1. *General Use of Annual Leave*

    a. *Under no circumstance may a supervisor grant annual leave which would cause the patrol platoon to fall below Required Bureau of Patrol Post Staffing Levels specified in Index Code 1615.*

    b. *Unless granting leave would cause a violation of Required Bureau of Patrol Post Staffing Levels, for each workday, patrol platoon supervisors must allow up to a maximum of 5 non-supervisory officers to be assigned to a combination of departmental training and/or annual leave with a maximum of 4 of those 5 officers on annual leave.*

    c. *Additional annual leave may be granted at the discretion of the patrol platoon commander, subject to Required Bureau of Patrol Post Staffing Level requirements.*

2. **Yearly Annual Leave Selection for Non-Supervisory Patrol Officers**

    Each year, between August 1 and August 15, patrol supervisors are responsible for scheduling annual leave to be taken the following calendar year by patrol officers assigned to the supervisors' platoon. Such scheduling of annual leave must be conducted in accordance with this policy.

    a. Annual leave selections *must* be conducted in order of seniority. Each patrol officer may make only one selection at a time. No patrol officer may be given fewer or greater opportunities to select annual leave than any other patrol officer on the same platoon. Each officer must receive a minimum of three opportunities ("rounds") to make a selection.

    b. A paper or electronic calendar must be used for the scheduling of annual leave. The calendar must be accessible to all patrol officers assigned to the platoon.

    c. Leave Days Per Selection:

    i.   The dates of annual leave selections must be *consecutive* workdays, not including regular days off.

    ii. For each officer's first and second selection, *officers may only select either 1 full workweek or 2 full, consecutive workweeks.*

    iii. For any subsequent selections, there is no minimum number of days.

    d. All selections under this process must be limited as specified in section IV.B.1.a above.

3. *Annual Leave for Patrol Supervisors*

    a. *Annual Leave for Patrol Platoon Sergeants*

    i.   *Sergeants assigned to patrol platoons may submit requests for annual leave to their platoon lieutenant. Lieutenants must grant annual leave requests based on seniority.*

    ii. *Lieutenants may deny annual leave requests that cause no patrol platoon sergeants to be assigned to work on the date of the request, but leave requests must be approved when a substitute sergeant volunteer is identified to work on the date of the request.*

    b. *Annual Leave for Patrol Lieutenants*

    i.   *No later than October 1st of each year, platoon lieutenants must email the TeleStaff Unit with their annual leave requests for the following calendar year.*

    ii. *Platoon commanders may submit two leave requests for 1 or 2 consecutive workweeks and one leave request for any number of consecutive days up to 12 workdays.*

    iii. *The TeleStaff Unit must conduct three rounds of selections from the submitted requests and must grant requests based upon seniority and minimum, countywide patrol platoon lieutenant staffing. The TeleStaff Unit is responsible for entering the approved annual leave into the department's scheduling system and notifying the lieutenants of their granted and denied requests.*

    iv. *Subsequent requests for patrol platoon lieutenants' annual leave must be approved by their respective district commander upon determination that minimum countywide patrol platoon lieutenant staffing is met.*

v. *If an approved leave request would cause the department to fall below minimum countywide patrol platoon lieutenant staffing levels, the leave request may only be approved if a substitute lieutenant volunteer is identified to work on the date of the request. The lieutenant requesting the annual leave is responsible for notifying their district commander and the TeleStaff Unit of the possible staffing shortfall.*

c. *The Telestaff Unit is responsible for coordinating filling vacant supervisor positions when notified of a possible vacancy due to an annual leave request by a platoon sergeant or lieutenant.*

C. SCHEDULING ANNUAL LEAVE FOR CIVILIAN EMPLOYEES WORKING SHIFT WORK

Supervisors of department components which operate on shift work schedules are responsible for granting, denying, and scheduling annual leave of the subordinates in their component. Those supervisors are also responsible for entering or making the correct notations on annual leave requests in the department's computerized scheduling system.

D. SCHEDULING LEAVE FOR NON-PATROL OFFICERS AND PROFESSIONAL STAFF (NOT WORKING SHIFT WORK)

1. Employees' direct supervisors are responsible for granting and denying annual leave requests as appropriate to maintain performance of the duties and responsibilities of their departmental component.

2. Annual leave requests *must* be entered into the department's computerized scheduling system for supervisory approval or denial.

V. PROPONENT UNIT: Police Personnel Section

VI. CANCELLATION: This directive cancels Index Code 701.A, dated *08-29-22.*