

	<b>FREDERICKSBURG POLICE DEPARTMENT DIRECTIVES</b>	
	<b>ADMINISTRATION</b>	
<b>134.00</b>	<b>APPROVED:</b> <i>David W. Nye, Chief of Police</i>	<b>Initiated:</b> 10/01/2007
		<b>Revised:</b> 08/14/2014

## LEAVE

**134.00 – Leave of Absence** – Each type of leave and how it is accrued, eligibility for use, and limitations are described in the City of Fredericksburg Human Resources Administrative/Policies Manual. The City of Fredericksburg leave program includes the following:

- Administrative Leave [22.2.1, a]
- Paid Holidays [22.2.1, b]
- Sick Leave [22.2.1, c]
- Vacation/Annual Leave [22.2.1, d]
- Family and Medical Leave [22.2.1, e]
- Civil Leave
- Military Leave
- Bereavement Leave
- Severe Weather
- Payment of Unused Leave
- Compensatory Leave
- Holiday Leave

The City awards annual and sick leave to full-time at an hourly rate described in the City of Fredericksburg Human Resources Policies Manual.

Compensatory leave - The majority of police department employees receive paid time off when City government offices close due to inclement weather. Most employees assigned to Patrol and Communications are essential employees and are assigned alternate work schedules. These employees will receive their compensatory benefit as follows:

- Employees who have their regularly scheduled day off fall on a day when City government offices close due to inclement weather will be credited with compensatory leave.
- Employees who work at least half of their shift on the day when City government offices close due to inclement weather will be given a preference of earning pay or compensatory leave. If a preference is not declared the employee will be earn compensatory leave.

Sworn personnel may also opt to accrue compensatory time for court attendance in lieu of overtime.

Holiday Leave - The majority of police department employees receive paid time off for holidays observed by the City. Most employees assigned to Patrol and Communications are essential employees and are assigned alternate work schedules. These employees will receive their holiday benefit as follows:

- Employees who have their regularly scheduled day off fall on a City observed holiday will be credited with holiday leave.
- Employees who work at least half of their shift on the City observed holiday will be given a preference of earning holiday pay or holiday leave. If a preference is not declared the employee will earn holiday leave.

An employee with accrued annual, compensatory and/or holiday leave may request time off on an hour-for-hour basis. Such requests shall be submitted to the employee's supervisor on a Leave Request form. [22.1.1, e]

**134.01 - Leave Policy** - The following provisions apply to all requests for leave:

- Whenever employees desire to take leave of any type (except sick/family sick leave), they will complete a Leave Request form and submit it in advance to their immediate supervisor. Sick leave used for scheduled medical appointments should be approved in advance.
- The employee's supervisor must approve all leave requests. Supervisors may deny any leave request that conflicts with other, prior requests for leave or when other circumstances dictate that denial would be in the best interest of the Department. All approvals or denials of requests for time off must be issued in writing on the Leave Request form by supervisors.
- Based upon staffing circumstances and as part of the approval process, the supervisor, as well as the requesting employee, may be required to seek a similarly qualified replacement employee to function in the same capacity as the employee requesting the time off. If a replacement employee cannot be located, the employee's request for annual or compensatory time off may be denied.
- All requests for sick leave must specify the nature of the illness or injury, and requests for family sick leave must include background information on the family member (e.g. name, relationship to employee, whether they reside in the same household as the employee, and nature of the illness). In some instances, the employee may be

required to supplement a family sick leave request with documentation from the family member's attending physician.

- Per the City of Fredericksburg Administrative Manual, sick leave taken in excess of three (3) consecutive days requires a doctor's certificate be submitted to the employee's supervisor upon returning to work. A doctor's note may be required for shorter absences if the employee has a pattern of sick leave usage.
- An employee who cannot report to work or scheduled training (mandatory or voluntary) because of illness or injury must notify his/her supervisor.
  1. Directly within 30 minutes of the beginning of the workday (shift), and each day thereafter that the employee is unable to report for work, **unless**
  2. Their Division Commander has in place a Standard Operating Procedure (SOP) that requires a different reporting time.  
(Ex. Communications might require more notification an employee will not be reporting for duty)
- Upon approval, the Leave Request form is to be distributed in the following manner: Payroll records clerk - original; copy - employee. If an employee takes any unscheduled sick leave (e.g. due to illness or injury), the employee's supervisor is responsible for completing the Leave Request and distributing the copies as previously described.
- Employees are strongly encouraged to check their most current leave balances using the City's epay system prior to submitting leave slips to their supervisor for preapproved leave requests.
- If an employee submits a leave request for annual leave, compensatory time, or holiday leave and the employee does not have adequate leave in their balances to cover the requested leave, the payroll clerk has the authority to utilize leave from any area of the employees leave balances, other than sick leave, to cover the requested leave shortage. The payroll clerk should always first utilize compensatory leave to cover any shortages if possible. The payroll clerk will notify the employee's immediate supervisor of this leave shortage.
- If an employee accrues a negative balance in utilizing unscheduled sick leave (not preapproved leave), the payroll clerk has the authority to utilize leave from any area of the employees leave balances to cover the employees sick leave shortage. The payroll clerk will utilize compensatory leave first to cover the sick leave balance if possible. The payroll clerk is then required to notify the employee's division commander and the Chief of Police of the sick leave shortage. After considering the circumstances, the Chief will determine if the employee should be placed under sick leave supervision and/or Leave Without Pay for future occurrences.

If an employee submits a leave request and does not have adequate leave balances to cover the requested leave, at a minimum the following actions will be taken:

- 1<sup>st</sup> Offense – The employee will receive a written counseling to be maintained at squad level.
- 2<sup>nd</sup> Offense within a rolling 12 month time period- The employee will receive a written counseling and notation on the employees annual performance evaluation.
- 3<sup>rd</sup> Offense within a rolling twelve month time period- A command Inquiry will be initiated. A sustained complaint will result in a letter of reprimand that will become a permanent part of the employees personnel file.
- Continued offenses will result in progressive discipline.

Nothing in this section shall be deemed to affect the authority of the Chief of Police to restrict all leave usage for certain periods of time when required, to ensure the performance of the police mission under extraordinary circumstances.

**134.02 – Military Deployment and Reintegration Plan** – Personnel who are activated to military duty exceeding 90 days for pre-deployment, deployment and post deployment will:

- Be assigned a designating agency point of contact [22.2.8, a]
- Be assigned a City Human Resources point of contact [22.2.8, b]
- Go through out processing, including an exit interview with the Chief of Police or designee [22.2.8, c]
- Store their assigned agency owned equipment at the Police Department during deployment [22.2.8, d]
- Go through in processing, including an interview with the Chief of Police or designee upon return from military duty [22.2.8, e]
- Receive initial and/or refresher training, weapons requalification and steps for reintegration, as appropriate[22.2.8, f]
- Be provided a process for communication with the Department during deployment [22.2.8, g]

**134.03 – Personnel Programs** – The City of Fredericksburg provides the following personnel programs for its full–time employees:

- Retirement program [22.2.2, a]
- Health insurance program [22.2.2, b]
- Disability and death benefits program [22.2.2, c]
- Liability protection program [22.2.2, d]
- Separation from employment

Each program with a description of benefits, eligibility for use, and limitations are described in the City of Fredericksburg Human Resources personnel manual.

**134.04 – Support Services** – The City of Fredericksburg Human Resources office provides support services for all City employees, including the Police Department. The Support

Services Division Commander or his/her designee is the point of contact/liaison for the Police Department. Support services offered by the City include:

- Information regarding employee benefits
- Assistance for the employee and family in cases of injury and death

The Police Department also provides direction for:

- Leave and overtime issues
- Assisting employees and families regarding line of duty deaths or serious injuries to Department employees.

The police Department and the City of Fredericksburg offer sworn and non-sworn personnel the option of participating in the Law Enforcement Benevolent Fund, which is offered by the Virginia Benevolent Fund and coordinated by the Support Services Division Commander or his/her designee. [22.2.3]