

Columbus Police Division Directive	EFFECTIVE	NUMBER
	Aug. 01, 1987	8.01
	REVISED	TOTAL PAGES
	Mar. 30, 2016	6
Leaves and Lodge CBA Release		



I. Policy Statements

- A. Division personnel shall determine whether they will have a sufficient amount of accrued holiday time, vacation time, Personal Emergency Leave (PEL), or Personal Business Day (PBD) time before submitting a leave request. ***Division personnel should refer to their last pay stub for the most accurate leave accrual information.***
- B. Division personnel shall determine whether they currently have a sufficient amount of compensatory time before submitting a leave request. Compensatory time shall not be used in the same pay period as it is earned. Compensatory time that has not appeared on the employee's pay stub shall not be considered when determining if Division personnel will have a sufficient amount of accrued leave before submitting a leave request.
- C. Division personnel without a sufficient leave balance to cover a request at the time of the leave will be absent without leave and subject to discipline and loss of pay.
- D. Division personnel shall follow the procedures set forth in Section II before taking ***an*** absence without leave, including being marked-off sick when all accrued leaves have been depleted.
- E. Annual Vacation
 1. Restrictions may occur during peak workload months, holidays, special events, or as needed. Bureau commanders/***managers*** shall ensure that specific guidelines are developed each year for their respective bureau. The Patrol Subdivision Deputy Chiefs shall coordinate to ensure that consistent policies are used for all Patrol personnel.
 2. Division personnel scheduling annual vacation shall do so in accordance with ***their*** appropriate collective bargaining agreement (CBA).
 3. Division personnel shall include their regular days off in their vacation requests if they want to ensure that these days are approved. Regular days off will not count towards a unit's maximum number of persons allowed off.
- F. Timekeepers shall refer to the Timekeeper's Manual as appropriate.

II. Procedures

A. Vacation, Compensatory, or Holiday Leave with Pay

1. Division Personnel
 - a. Complete a ***leave request in the electronic timekeeping system by selecting the appropriate leave type for the time period requested.***
 - b. **Submit** the leave request to your supervisor. Personnel are expected to submit ***leave requests*** for annual vacation at least two weeks prior to the first day of leave.
2. Supervisor
 - a. Approve or ***decline*** the leave request.
 - (1) ***Select the appropriate prompts to update the request.***
 - (2) Only approve casual leave requests if the status of annual leaves is known.

B. Unpaid Leave

1. Division Personnel
 - a. Forward a letter of explanation through the chain of command to the Chief of Police ***detailing the reason for the request.*** Failure to gain approval prior to using unpaid leave may result in discipline.
 - b. ***Upon receiving written approval, enter the leave request in the electronic timekeeping system by selecting the appropriate leave type for the time period requested.***
2. Supervisor
 - a. **Recommend** approval or disapproval, and forward the letter of explanation through the chain of command to the Chief ***of Police.***
 - b. ***Approve or decline the employee's leave request in the electronic timekeeping system as appropriate.***
3. Chief of Police
 - a. Forward the ***letters*** to the Public Safety Director in accordance with the appropriate CBA.
 - b. Forward approved ***letters*** to the Payroll Unit.
 - c. Return disapproved ***letters*** to the appropriate bureau commander/***manager.***
4. Payroll Unit
 - a. Process approved requests.
 - b. Document unpaid leave per the direction of the requestor's ***chain of command.***
 - c. Forward ***approved*** requests to the appropriate bureau commander/***manager.***

d. Notify the appropriate bureau commander/manager when an electronic timekeeping request is submitted prior to receiving written approval from the chain of command.

5. Bureau Commander/**Manager**

- a. Forward approved **letters** to the timekeeper.
- b. Cause the requestor to be notified of approval or disapproval, **and instruct him or her to enter the leave request in the electronic timekeeping system.**

C. Personal Emergency Leave (PEL)

1. Sworn Personnel

- a. Before reporting for duty, notify the Information Desk at least one hour but not more than 24 hours prior to the beginning of your tour. Refer to the appropriate CBA.
- b. When on duty, contact your immediate supervisor and request permission to take PEL. Approval of the request is not guaranteed, but will not be unreasonably withheld. If the request is approved, notify the Information Desk.

2. Information Desk Personnel

Refer to the **Patrol Administration Section** SOP manual.

D. Personal Business Day (PBD)

1. Civilian Personnel Employed Under **CWA**, AFSCME, OLC, or MCP

- a. Refer to the appropriate CBA/compensation plan for details regarding use of PBD(s).
- b. Complete a **leave request in the electronic timekeeping system by selecting the appropriate leave type for the time period requested.**
- c. **Submit the leave request to your supervisor.**

2. Supervisor

- a. Approve or **decline** the request for the PBD.
- b. Notify the requestor of approval or disapproval.
- c. **Select the appropriate prompts to update the request.**

E. Military Leave

1. Division Personnel

- a. Notify your supervisor upon receipt of military orders to report to duty or training.
- b. Complete a **leave request in the electronic timekeeping system by selecting the appropriate military leave type for the time period requested, and forward** the original orders **and military leave and earnings statement (LES), if available, directly** to the **Employee Benefits Unit (EBU).**

(1) If the original orders are not immediately available, forward a copy of the orders to the **EBU** as soon as possible and no later than your return from active duty or active duty training.

(2) For inactive duty training, forward a copy of the schedule through your immediate supervisor to the **EBU**.

c. Request for military leave exceeding 176 hours in a calendar year:

(1) Refer to the appropriate CBA.

(a) Forward a **letter requesting** up to an additional 15 days (120 hours) **of** military leave **and your attached orders** through your chain of command to the Chief of Police.

(b) **Complete a request for** military leave with pay **or** without pay **in the electronic timekeeping system**.

(c) If approved, forward the LES to the Payroll Unit as soon as you receive it.

(2) Refer to the appropriate City Ordinance(s) for military leave due to Homeland Security issues or in connection with international and domestic response events.

2. Chain of Command

Recommend approval or disapproval of the **military leave request** exceeding 176 hours in a calendar year and forward **it** to the Chief of Police.

3. Chief of Police

a. Approve or disapprove the **military leave request** in excess of 176 hours in a calendar year.

b. Cause the involved personnel to be notified if military leave in excess of 176 hours in a calendar year has been approved or disapproved.

4. EBU

Notify the employee's chain of command upon receipt of deployment orders in accordance with the Human Resources Bureau SOP.

F. Jury Duty Leave

1. Division Personnel

a. Upon receiving a notice to report for jury duty, present the notice to your immediate supervisor.

b. Complete a **leave request in the electronic timekeeping system by selecting the appropriate leave type for the time period requested**.

(1) **Forward** a copy of the jury duty notice to the **Personnel and Payroll Units**.

c. You will normally be assigned to first shift, Monday through Friday, for the duration of jury duty.

- d. If, upon reporting for jury duty on a given day, you are released, do one of the following:
 - (1) Report to the supervisor for duty at your normally assigned duty station.
 - (2) Submit a leave request **in the electronic timekeeping system** for the remainder of the day.
- e. Upon completion of jury duty, present the time report signed by the assignment commissioner or appropriate court official to your immediate supervisor.
- f. Upon receipt of payment for jury service, submit the fee to the Administrative **Subdivision** Deputy Chief.

2. Civilian Personnel

In addition to the above procedures, if you are not required to be in court for jury duty for 2 or more hours of your regular tour of duty, then report to the supervisor for duty at your regularly assigned duty station.

3. Supervisor

- a. **Approve** the **jury duty** leave request **in the electronic timekeeping system**.
- b. Notify the employee of the exact time he or she shall be released from work to report for jury duty or return to work after being released from jury duty.

4. Personnel Unit

Record and file jury duty notices in employees' personnel files.

5. Administrative **Subdivision** Deputy Chief

Cause jury service fees to be deposited with the City Treasurer.

G. All Other Leaves

1. Division Personnel

- a. Complete a **leave request in the electronic timekeeping system by selecting the appropriate leave type for the time period requested**.
- b. Specify leave type by referring to the appropriate CBA.
- c. **Provide the** necessary supporting documentation to your supervisor.

2. Supervisor

- a. Refer to the appropriate CBA.
- b. Approve or **decline** the leave request.
- c. **Select the appropriate prompts to update the request**.

H. Lodge CBA Release

1. Sworn Personnel

- a. Notify your assigned or covering supervisor and request release from regular duty prior to using CBA release time.

- b. **Complete a leave request in the electronic timekeeping system by selecting the appropriate release type for the time period requested.**
 - c. **Forward** a copy of any written documentation from the approving Lodge designee to the **Payroll Unit**.
2. Supervisor
- a. Review the appropriate CBA provisions as they relate to City approval.
 - b. Approve or disapprove the **CBA** release request.
 - (1) Advise the chain of command if staffing levels do not permit the request to be accommodated.
 - (2) Notify the requestor of approval or disapproval.
 - c. Do not approve any request for Lodge release involving the Lodge Time Bank unless in possession of written authorization from an appropriate Lodge designee. A list of Lodge designees can be located on the Division Intranet under the Discipline-Grievance link.
 - d. If approved, **forward** a copy of **any** written documentation (such as an email or letter from **the** Lodge) **to the Payroll Unit** as necessary.
3. Payroll Unit
- a. Process approved requests.
 - b. Forward requests to the Division designee responsible for tracking the Lodge Time Bank.