

Columbus Police Division Directive	EFFECTIVE	NUMBER
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Leaves and 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 their 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 shall be considered 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. Division personnel are responsible for ensuring all requests for leave are entered into the electronic timekeeping system prior to use.**

F. Annual Vacation

1. Restrictions may occur during peak workload months, holidays, special events, or as needed. Bureau commanders/managers shall ensure specific guidelines are developed each year for their respective bureau. The Patrol **Operations** Subdivision Deputy Chief shall ensure 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) or compensation plan.
3. Division personnel shall include their regular days off in their vacation requests if they want to ensure that these days are approved.
 - a. Regular days off will not count towards a unit's maximum number of persons allowed off.
 - b. Division personnel shall not schedule annual vacation only for their regular days off, but shall include at least the day preceding or following.

- G. Timekeepers shall refer to the Timekeeper's Manual as appropriate.
- H. ***Division personnel shall not remove, decline, or cancel their own approved leave without notifying their immediate supervisor and the individual who approved the leave.***

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.

Note: AFSCME and CWA personnel should complete a leave request for each holiday. Those considered "essential personnel" and scheduled to work should complete the appropriate overtime request.

- b. Enter requests for scheduled annual vacation leave at least two weeks prior to the first day of leave if possible. If unable to enter the request into the electronic timekeeping system two weeks in advance due to your current leave balances, ensure that your supervisor is aware of your pending scheduled leave.

- c. If unable to personally submit a leave request, ensure that a supervisor submits the request on your behalf in the electronic timekeeping system.

2. Supervisor

- a. Approve or decline the leave request.

(1) Select the appropriate prompts to update the request.

(2) Approve casual leave requests as staffing levels dictate.

- b. Submit leave requests for personnel who are unable to access the electronic timekeeping system when necessary.

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.

Note: Forward requests due to a medical condition directly to the Human Resources Manager as outlined in the "Sick and Injury Leave, FMLA, Restricted Duty" directive.

- 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 via the Human Resources Bureau in accordance with the appropriate CBA or compensation plan.
- 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 **Headquarters Operations** 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 do the following:
 - (1) Forward the original orders for a deployment of less than 90 days, or a copy of the original orders for 90 days or more, and the military leave and earnings statement (LES), if available, directly to the Payroll Unit; and
 - (2) Forward the original orders for a deployment of 90 days or more directly to the Employee Benefits Unit (EBU).
 - (a) 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.
 - c. For inactive duty training, forward a copy of the schedule through your immediate supervisor to the EBU.
 - d. Request for military leave exceeding 176 hours in a calendar year:
 - (1) Refer to the appropriate CBA or compensation plan.
 - (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.
 - e. Notify the EBU and your supervisor of your expected return date as soon as possible regarding your return from military leave for absences in excess of 90 days.
 2. Chain of Command
 - a. Recommend approval or disapproval of the military leave request exceeding 176 hours in a calendar year and forward it to the Chief of Police.

- b. Follow the additional procedures outlined in the “Military Deployment and Reintegration” section of the Supervisor’s Manual for personnel deployed for more than 90 days.
- 3. Chief of Police
 - a. Approve or disapprove the military leave request in excess of 176 hours in a calendar year.
 - b. Notify involved personnel of the decision.
- 4. EBU
 - a. Notify the employee’s chain of command upon receipt of deployment orders in excess of 90 days in accordance with the Human Resources Bureau SOP.
 - b. Notify the employee’s chain of command **and the Advanced Training Operations Unit Sergeant** of the expected date of return upon receipt of the notice to return.
- 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 **copies** of the jury duty notice to the Personnel and Payroll Units.
 - c. You will normally be assigned to first shift on the day(s) you are required to report for jury duty.
 - d. If you are released upon reporting for jury duty on a given day, refer to your respective CBA or compensation plan for guidelines and 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 Business Office Unit.
 - 2. 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.

3. Personnel Unit
 - Record and file **the** jury duty notice in **the** employee's **Master Personnel File**.
4. Business Office Unit Personnel
 - 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.
Note: Refer to the "Sick and Injury Leave, FMLA, Restricted Duty" directive when requesting leave related to a medical condition.
 - b. Specify leave type by referring to the appropriate CBA or compensation plan.
 - c. Provide the necessary supporting documentation to your supervisor.
 2. Supervisor
 - a. Refer to the appropriate CBA or compensation plan.
 - b. Approve or decline the leave request.
 - c. Select the appropriate prompts to update the request.
- H. Lodge or Union CBA Release
 1. Sworn Personnel
 - a. Notify your assigned or covering supervisor and request release from regular duty prior to using CBA release time leave.
 - 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. Civilian Personnel
 - a. Refer to your CBA for guidance regarding the use of release time leave.
 - b. Notify your assigned supervisor and request release from regular duty prior to using CBA release time leave.
 - c. Complete a leave request in the electronic timekeeping system by selecting the appropriate release type for the time period requested.
 - d. Forward the original Request for Leave for Union Business form to your immediate supervisor.

3. Supervisor

- a. Review the appropriate CBA provisions as they relate to City approval.
- b. Approve or disapprove the CBA release time 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. Only approve requests for leave involving the Lodge Time Bank for sworn personnel who are in possession of written authorization from an appropriate Lodge designee. A list of Lodge designees can be located on the Division *i*ntranet under the “Discipline-Grievance” **L**ink.
- d. If Lodge release is approved for sworn personnel, forward a copy of any written documentation (such as an email or letter from the Lodge) to the Payroll Unit as necessary.
- e. If Union release is approved for civilian personnel, forward the original Request for Leave for Union Business form to the Payroll Unit and a copy to the appropriate Union Representative.

4. Payroll Unit

- a. Process approved requests.
- b. Forward requests to the Division designee responsible for tracking the Lodge Time Bank for sworn personnel.