


AURORA POLICE DEPARTMENT DIRECTIVES MANUAL

08.02	Title: Leave and Scheduling Procedures		Duty Honor Integrity
	Approved By: Vanessa Wilson, Interim Chief of Police		
	Effective: 09/01/1998	Revised: 03/31/2020	
	References: DM 08.14, DM 07.06, city charter, PP&P manual 3-10		
Review: Business Services Division Manager			Page 1 of 8

8.2 LEAVE PROCEDURES

8.2.1 Scheduled Leave

Effective scheduling and attendance reporting ensures that the desired number of employees with the required skills are available to deliver services expected, and that payroll-related activities are accurately recorded. Tasks include assigning responsibilities, preparing and revising schedules, and documenting and reporting actual attendance status.

Attendance reporting must be highly accurate. It is the Police Department’s policy that attendance is documented on a daily/shift basis. Therefore, all first-level supervisors must perform scheduling and attendance functions in a timely and accurate manner. While duty environments and scheduling considerations vary among programs, these procedures are designed to provide all supervisors a common means to effectively schedule, monitor, and reconcile attendance.

Employees, supervisors, staff, and managers participate in scheduling and attendance reporting. Timely attention to detail and compliance with these procedures will provide reasonable checks and balances to achieve accurate attendance reporting.

Employees. Each employee must inform his/her supervisor of all deviations in the scheduled workday. An example is leaving work prior to the end of the day or shift due to illness. The employee must contact his/her supervisor (or another supervisor, if necessary) as soon as possible and explain the circumstances.

First-Level Supervisors. First-level supervisors will prepare rosters and document attendance using the current scheduling system. For purposes of this directive, first-level supervisors may include, but are not limited to: Sergeants, Shift Supervisors, Patrol Lieutenants, Section Lieutenants and Program Managers.

Program Managers. Program managers will ensure that all known scheduling information is made available to supervisors responsible for preparing

schedules. This includes minimum staffing criteria, shift assignments, approved annual vacation schedules, published training schedules such as Range, SWAT and ERT, and other information that impacts the scheduling process.

Administrative Services Section. The Business Services Bureau Administrator is responsible for developing and disseminating procedures prescribed in this directive. Additionally, Payroll staff will assist supervisors with attendance-related assistance when requested. They will also assist with attendance-related reviews within the Department's staff inspection process.

This directive pertains to the following categories of leave: Annual, Family Medical Leave Act (FMLA), Special, Personal, and Administrative.

8.2.2 Leave Schedule Form

Scheduled leaves should be entered into the current scheduling system. Leaves scheduled as part of the annual bid process will be entered into the system prior to the bid taking effect.

Coordinating last minute changes of leave plans is not the responsibility of the Court Liaison Office. Members who make last minute leave requests and have court obligations are not automatically excused from the court obligation. The member may attempt to secure a release from an existing subpoena with the appropriate prosecuting attorney or court of jurisdiction. Requests for leave will not be approved while the member has an outstanding subpoena.

Sending the request to the appropriate court does not relieve the member from attending court. The Court Liaison Office or the appropriate court may notify the member if an appearance is still required. The member remains responsible for all served subpoenas until released by the appropriate authority.

8.2.3 Request for Leave

All requests for leave will be approved through the appropriate chain of command before any member goes on leave.

Members will enter the request into the scheduling system in accordance with the following guidelines. Supervisor/command officers reviewing requests for time off (compensatory time, personal or annual leave) will check leave balance accruals indicated in the Aurora Police Personnel System (APPS) and ensure at the time the leave is taken the available leave balance is appropriate. Supervisors/command officers cannot approve leave time that exceeds the amount indicated in APPS. This includes compensatory time approved in the scheduling system but not accounted for in APPS except when it is earned and used in the same work week (Saturday –

Friday). Supervisors/command officers will ensure appropriate staffing levels are met before authorizing the request.

- a. Annual Leave – Members will complete the scheduling system leave request at least two weeks before going on leave, if possible. The scheduling system leave request will be acknowledged and approved by the member's supervisor before a member goes on leave. The supervisor will advise the member if the leave is not granted.
- b. Personal Leave – Will be handled the same as annual leave. Personal Leave days will be granted if there is not a personnel shortage. Personal Leave compensation for sworn members will be handled in accordance with the collective bargaining agreement.
- c. Sick Leave
 - All Bureaus/Sections/Units/Details are responsible for developing a procedure for members attempting to call in on Sick Leave. At a minimum the procedure will include:
 1. The requirement for members to provide a telephone number where they can be reached during the absence. When possible, the member will enter the request in the scheduling system.
 2. Directions for the supervisor/command officer receiving the information regarding the absence to ensure the absence is noted in the scheduling system.
 - In all cases, members must describe to their supervisor or command officer his/her condition to include the following: specific injury or sickness, medical care received or intended to be received and anticipated return to work date. If the sick leave is being used for an injured or ill family member, only the anticipated return to work date and contact number need be provided unless the employee is requesting FMLA leave. Failure to follow the above procedures may result in the absence being considered unauthorized leave.
 - On the fourth-consecutive day that an employee calls in sick, the supervisor will document the medical information pertaining to the absence in a securable file separate from the member's working personnel file. The supervisor or command officer will notify the Administrative Services Section of the employee's absence to determine if paperwork for FMLA should be completed.

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- Members are required to call in each day that they are absent unless excused by their supervisor or manager. Supervisors will approve the sick leave in the scheduling system for each day of the absence to ensure an accurate roster is generated.
 - Members using sick leave when scheduled for a court appearance must call the appropriate court to report their absence.
 - If a chronic illness of a member or a member's immediate family causes a member to be absent frequently or extensively, the supervisor will notify the Section / Bureau / District Command Officer. The member may be required to submit a doctor's written medical verification of the illness. The member may request FMLA status or the City may opt to place the member on FMLA, if the condition meets the requirements for FMLA. Medical verification for FMLA may only be requested once every 30 days. If the leave is for any non-FMLA medical reason, medical verification may be required for each subsequent request for sick time. The supervisor may require medical verification confirming that the member may return to duty before the member's scheduled return to work.
 - With Section / Bureau / District Command Officer approval, supervisors may require the member to provide medical verification for the absence. If medical verification is required, the member will be notified either verbally or in writing to submit the verification upon return to work. The member has the responsibility to obtain the medical verification during the member's absence and provide the medical verification to his/her supervisor or designee, upon the member's return to work.
 - When the member returns to work, he/she will ensure the appropriate information is entered into the scheduling system. The supervisor will ensure that the scheduling system entry is accurate. Once the member calls in sick, the sick leave will not be converted to vacation, compensatory time, or personal days.
 - Leave will be considered unauthorized whenever a member fails to provide appropriate medical verification required by a supervisor.
 - The Chief of Police may require the member to undergo an examination to determine his/her fitness for duty.
 - Supervisors will not document medical information in the scheduling system or maintain any medical information in the employee's working file. All medical information obtained from a member must be maintained in a separate and secure file.

d. Special Leave

- 1) Military leave – Members going on military leave will notify their supervisor as soon as they are aware of their duty dates. Members will submit a copy of their military orders to their supervisor and enter the request in the scheduling system. The supervisor will forward the request and the orders to the Administrative Services Section. The supervisor will ensure the member entered the request into the scheduling system and that the request was properly approved.
- 2) Jury Duty leave – Jury duty leave will be handled similarly to military leave. Members will notify their supervisor as soon as they know that they have jury duty. The member will enter the jury duty (leave) into the scheduling system and present the supervisor with a copy of the jury notice. When the member returns, any money received for appearances while on jury duty will be forwarded to the Administrative Services Section.
- 3) Scheduled Leave without pay – Leave without pay is not an entitlement. A member must obtain permission from the Chief of Police through the chain of command before any scheduled leave without pay will be granted.
- 4) Unscheduled Leave without pay – All unscheduled leave without pay will be reviewed through the Chief's office. Unless the leave is FMLA or military, the member may be subject to disciplinary action.
- 5) Family Medical Leave Act (FMLA) – In compliance with the 1993 Family and Medical Leave Act, the City provides employees up to twelve weeks leave in a calendar year for eligible family and medical conditions. Members should refer to Administrative Policy Memorandum (APM) 3-14 and City Personnel Policies and Procedures Manual Chapter 3-7 for eligibility requirements, application procedures and leave guidelines. The supervisor or member shall enter "Leave FMLA" into the scheduling system. A note may be added to specify the type of leave being requested.
- 6) Compensatory Time Taken – Eligible, FLSA non-exempt members may accrue and take compensatory time in accordance with Aurora Police Directive 8.14: Overtime Compensation. Requests for compensatory time off will be handled in the same manner as Annual Leave requests.

- e. Emergency Leave – Paid leave available to members in the event of a death, serious illness or emergency involving the member's immediate family. Emergency leave also applies to natural disasters or a major fire that damages the member's personal residence. Additionally, emergency leave includes those

situations as delineated in the City contract with the recognized collective bargaining unit applicable to sworn members.

As soon as practical, the member will report to his/her immediate supervisor or any command officer the request for use of emergency leave and the estimated duration of the absence. A command officer receiving notification of an emergency leave status will immediately report the situation to the member's chain of command. The supervisor or member shall enter "Leave Emergency" into the scheduling system. A note may be added to specify the reason for the leave. The Emergency Leave Request Form (APD 201) must also be completed. Either the supervisor or member should complete this form as soon as possible and e-mail the form through their chain of command to include the appropriate division chief. The division chief will forward the form to the appropriate police payroll representative.

Members are reminded that emergency leave is granted upon special circumstances consistent with the current bargaining agreement and city policy and only with the approval of the Chief of Police. The approval of a request for Emergency Leave is not automatic and must first be reviewed by the Chief of Police.

- f. Administrative Leave – Paid leave that may be administered in cases where a member is involved in an event that may require prosecutorial review (e.g. Officer Involved Shooting) or the member is alleged to have been involved in criminal activities, violations of City Personnel Policies and Procedures or violations of Department Directives. Only the Chief of Police or designee may authorize members be placed on administrative leave. Upon receipt of the appropriate personnel orders or notification, only Administrative Services Section personnel will enter administrative leave status into the scheduling system.

Members placed on administrative leave will remain available for contact during regular business hours (Monday through Friday, 0800-1700 hours). Members placed on Administrative Leave will:

- Provide valid contact information.
- Be available to respond to the Office of the Chief of Police on short notice.
- Honor all court subpoenas.
- Be temporarily ineligible to participate in secondary employment.

The Chief of Police or designee will remind members placed on administrative leave of their obligations to and restrictions by the Department on an Administrative Leave Memorandum.

- g. Pre-Discipline Suspension without Pay – Upon the indictment of a member or the filing of charges against a member for any felony charge is cause for immediate suspension without pay pending the outcome of the legal proceedings. Only the Chief of Police or designee may authorize the suspension without pay of a member.
- h. Training Leave – Available to members to attend job-related or professional development opportunities. These opportunities include, but are not limited to seminars, courses and conferences. Training leave does not apply to accredited college or university courses. The recorded training leave time only pertains to the actual course hours and is not inclusive of travel time.

Members will submit the appropriate forms as outlined in Directive 7.6 Requests for Travel and Training.

- i. Other Leave – Applies to those situations as deemed appropriate by the Chief of Police. Command officers may request authorization to grant leave time to individuals or groups of members affected by special circumstances such as the annual redeployment.

8.2.4 Reporting Leave Taken Outside the Period

Members will report all leave hours taken in an expeditious manner and before the reporting period closure. Once a reporting period is closed or has been finalized for payroll reporting, new reports for the closed period require a memorandum from the member's command officer explaining why the report was not submitted in a timely manner. The memorandum should be submitted electronically to the Administrative Services Section in order to reduce any further delays in reporting or accounting.

The Administrative Services Section will monitor the reporting system to identify training and/or corrective actions necessary to maximize efficiencies.

An exception exists for situations involving emergency leave. When possible, members are encouraged to notify their supervisor or any command officer of the absence in advance.

8.2.5 Records Management & Reconciliation

On a daily basis, supervisors and command officers will ensure the scheduling system reflects attendance accurately.

The Telestaff scheduling system automatically produces a weekly report indicating unapproved requests for overtime or leave within the scheduling system. Supervisors and Command officers are notified by e-mail of these pending requests and should take immediate action to determine if the requests are accurate and approve or deny the requests as necessary.

In the event that a supervisor denies a request for leave, the supervisor will personally notify the member and change the requested scheduling system code to the "Deny" work code. Members should check the scheduling system to ensure requests are processed and approved before taking leave time. Members noting that a request was not approved/denied in the scheduling system should make inquiries with their immediate supervisor as to the status of the leave request. Members will advise their supervisor when cancelling approved leave. If necessary, the supervisor will e-mail payroll requesting the cancellation of the leave. Members are ultimately responsible for the correct posting of all absences from duty.

8.2.6 Program Day

The City allows Department Directors to grant compensatory time off to FLSA exempt employees who actually work in excess of 45 hours in a normal work week. The following guidelines apply to Police Department FLSA exempt employees:

Additional hours worked over the normal 40-hour week may be recorded in the scheduling system (as duty exempt) or other department tracking documentation. No matter if the additional hours are recorded or not, the additional hours do not accrue as a compensatory time balance and a program day will not be awarded beyond the current or subsequent month.

The FLSA exempt employee must ensure that the supervisor is aware of additional hours worked so that the supervisor has sufficient information to approve requests for a program day.

The FLSA exempt employee will request the program day in the department scheduling system. Each request must be approved or disapproved by the supervisor. Approval is dependent on the supervisor's assessment of additional hours worked, leave taken during the period, staffing availability and workload.

A program day is equal to the normally scheduled hours worked in a day. The program day will be taken as a single event and will not be divided into lesser durations taken on multiple days.