

A. **PURPOSE.** To outline procedures for the scheduling and approval of vacation earned time off (ETO), and personal leave by sworn personnel assigned to patrol units

B. **AUTHORIZED USE**

1. All sworn personnel assigned to Patrol Service Areas must receive the prior written approval of their Service Area Commander or designee, on specified Department forms (Vacation/ETO Cards), prior to the use of vacation, ETO, or personal leave, whether previously scheduled or not.
2. Vacation, ETO, or personal leave may not be reserved or used prior to being earned.
3. Vacations shall be scheduled with due regard for seniority, employee preference, and “needs of the service”.

C. **VACATION, ETO, OR PERSONAL LEAVE AUTHORIZATION**

1. The maximum number of officers/sergeants that are allowed off on Vacation, ETO, or personal leave for each patrol shift will be determined by the Chief of Police. The Watch Commander or appropriate Service Area Commander, at his or her discretion, may approve vacation, ETO, or personal leave requests to deal with emergencies.
2. Community Policing Specialists: For the purpose of this procedure, Community Policing Specialists are not considered Patrol Officers. Vacation, ETO, or personal leave requests may be granted by the Service Area Commander or Watch Commander without regard to shift strength.
3. The Watch Commander may block out spots in the Vacation/ETO Calendar due to projected staffing levels due to training, illnesses, special events, etc. (i.e., “close the book”).

D. **VACATION, ETO, PERSONAL LEAVE SCHEDULING**

1. Watch Commanders or their designee shall:
  - a. Conduct a 12-month vacation preference sign-up for assigned personnel after the Spring/Summer Change List is posted.

- b. Conduct an initial sign-up (round 1) for assigned supervisors and patrol officers in descending order of Department seniority for vacation only. Officers shall indicate their preference for vacation time in increments that are in conjunction with their 2 or 3 day work segment. (Ex. officers would have to take Mon., and Tues., Wed. and Thurs., or Fri. Sat. and Sun. off in the first round of sign ups.)
  - c. Conduct a second sign-up (round 2) for assigned supervisors and patrol officers, in descending order of Department seniority for available individual vacation days.
  - d. Allow personnel to sign up for vacation, ETO, or personal leave on a first-come, first-serve basis after round 2 has been completed.
  - e. Maintain the Vacation/ETO Calendar in the Department's records management system listing all scheduled and available Vacation/ETO slots.
2. Patrol Supervisors and Officers shall:
- a. Sign-up for their vacation preference within their respective shift in descending order of Department seniority. Sign-up shall occur as specified in D.1.
  - b. Not sign up for more vacation days than currently held in their vacation bank at time of vacation sign up.
  - c. Be required to use vacation hours and not permitted to use ETO or personal leave hours when taking time off that was reserved by them during the annual vacation sign up period.
    - (1) During the sign up period, a vacation card(s) shall be submitted at the time of reservation in the Vacation/ETO Calendar.
    - (2) If the vacation time crosses payroll periods, separate vacation cards shall be submitted for the vacation days used in each payroll period.
  - d. Submit a Vacation/ETO Card to their supervisor or the Watch Commander for approval at the time of reservation and prior to using any scheduled or unscheduled vacation, ETO, or personal leave. ***An entry in the Vacation/ETO Calendar is only a reservation, NOT AN APPROVAL.***

3. Only supervisors shall make entries or cancellations in the Vacation/ETO Calendar.
4. Supervisors, upon receiving a Vacation/ETO Request Card, shall indicate receipt and approval of the request by checking date availability and making an entry in and checking the appropriate boxes in the Vacation/ETO Calendar. In addition, supervisors shall sign and date the Request Card and place it in the appropriate card file in the Watch Commander's Office.
5. Sworn employees transferring to or between patrol units who have signed up for vacation preference with other units shall have their preference honored upon transfer to a different patrol unit. This preference shall only be honored until the next sign-up and will be honored in addition to the assigned daily allotments allowed.
6. If a date in the Vacation/ETO Calendar is full, officers may request a supervisor to place their name on the Stand-by list in the event there is a cancellation. Officers making stand-by requests during the vacation bid process must have sufficient vacation time in their vacation bank to make the request. If the requests placed during vacation bid are granted vacation must be used. After the vacation bid process stand-by entries are first come, first serve. Request Cards are not submitted for stand-by status. It is the officer's responsibility to check occasionally to see if the day has become available.