

Subject: Vacation Leave and Other Leave	Page 1 of 3
Effective Date: July 1997	Revision Date: December 2017
Amends/Supercedes: 1600.20/July 2007	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	10.2

Section 500.20 Vacation Leave and Other Leave

Policy

Each member of Police Department shall be allowed leave time in accordance with the current contract between the City of Shively and Shively F. O. P. Lodge # 17 Inc.

For the purpose of this section, leave time is considered accumulated days or hours that an employee has that can be used to take off from work with pay, excluding Sick Leave. The categories of Leave time are:

- **Vacation Leave**
- **Personal Leave**
- **Holiday Leave**

Vacation Leave

It is the intent of this policy to establish a fair and equitable procedure for all members of this department to select premium vacation leave. The Chief of Police shall review all requests to ensure that the intent of this policy is upheld. ***EX: A member taking a one-day vacation(s) over several months would compromise the continuity of the vacation cycle.***

Procedure

As close to the New Year as possible, the Vacation Books will be issued to platoon Sergeants. Each Sergeant is responsible for the proper administration of this procedure.

- Vacation leave shall be granted by platoon in the following sequence;
 - Sergeant
 - Officers by seniority
 - Telecommunications Officers will complete Dispatch vacation books by seniority.
- No member of the Police Department will be allowed to request more than (2) two weeks of vacation leave until:
 - All eligible platoon members have been given the opportunity to select desired leave; i.e. Sergeant selects (2) two weeks, Officers select (2) two weeks, etc., until all members of the platoon have selected their initial vacation leaves.
 - Then the process repeats until all requests for vacation leave is completed and forwarded through the chain of command.

Granting Vacations

Subject: Vacation Leave and Other Leave	Page 2 of 3
Effective Date: July 1997	Revision Date: December 2017
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- No member of the Police Department will be granted vacation when another from his/her platoon is in training (school).
- No personnel on a particular platoon will be granted vacation leave when any other platoon member is on any type of vacation, personal or holiday leave.
- No member of the Police Department will be granted more than 80 hours of leave time (in any combination) within a 5-week period (3 weeks of worked time will be required between leave periods).
- All vacation leave requests shall be submitted to the office of the Chief of Police with the endorsement of the platoon commanding officer, no later than February 1st of each year.
- No vacation leaves will be granted until all K.L.E.C. in service training, for the year, has been confirmed.
- The Chief of Police shall have the final decision on the approval or denial of all vacation leave requests.

Personal Leave

Personal leave will be allowed in accordance with the bargaining contract between the City of Shively, KY and the Shively Fraternal Order of Police, Lodge #17 Inc.

Leave Request Forms

Any request for leave after the initial *Vacation Leave Book* has been completed, must be requested on a ***Leave Request Form***. This form shall be reviewed by a supervisor and submitted for approval to the office of the Chief of Police.

- No personnel on a particular platoon will be granted personal leave when any other platoon member is on any type of vacation, personal or holiday leave.
- Personal Leave requests must be submitted at least two weeks in advance.
- Supervisors will review their platoon's leave requests and mark a preliminary approval or denial and then forward the request through the chain of command.
- Leave Requests must be submitted to the Office of the Chief for final approval in order to make necessary changes to the work schedule.

Holiday Leave

Holiday leave may be taken in the same manner as ***Personal Leave*** with the following exceptions:

- Holidays can **NOT** be taken until after they have been accrued.
- No personnel on a particular platoon will be granted holiday leave when any other platoon member is on any type of vacation, personal or holiday leave.

Subject: Vacation Leave and Other Leave	Page 3 of 3
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Emergency Leave

Vacation, personal and holiday leave days may be granted on an as needed basis. Personnel needing emergency leave must:

- Call the Administration Sergeant to request the leave.
- The situation must constitute an actual emergency and will be reviewed on a case by case basis.
- Only leave time that has been accrued will be granted.
- Emergency leave time is designed for a member to take day or two of leave to deal with an unforeseen personal incident and is not designed for extended leaves.