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Accumulated Time	
Effective Date: April 1997	Revision Date: November 2011
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Meets Accreditation Standard:	

Section 500.70 Obligation to Monitor Work and Accumulated Time

Policy

It is the obligation of each employee of the Shively Police Department to monitor records of their hours worked, and their accumulated sick, vacation, holiday time, and to bring any discrepancies noted to the attention of the Assistant Chief through the chain of command.