

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>22.1 Rules and Regulations Governing Annual Leave (Vacation), Requests for Days off</b>			
<b>Effective Date:</b>	2/2/1980	<b>Revision Date:</b>	11/3/2014	
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I. PURPOSE

The purpose of this policy is to provide guidelines for Kenosha Police Department personnel in the selection of annual leave, single day vacations, holiday leave and compensatory time.

A. Annual Leave

1. Selection of annual leave will be made between January 1<sup>st</sup> and April 1<sup>st</sup> of every year. The first and subsequent vacation picks shall consist of no more than two (2) consecutive weeks.
2. Selection of annual leave will be made on the basis of an officer's seniority in their assigned division / shift; officers with the most seniority choose first.
3. A vacation choice is not to exceed 14 consecutive calendar days between June 1<sup>st</sup> and September 14<sup>th</sup> of every year except for second or subsequent picks.
4. After all officers on a shift have made their first vacation choice, a second vacation choice may be made on a seniority basis to reserve additional annual leave time unless the April 1<sup>st</sup> deadline has been reached.
5. No more than 4 officers from each patrol shift may select full week vacation periods at one time, and no more than 3 officers from each investigation shift, including uniform and investigative shifts. A full week vacation is 7 calendar days.
  - 1<sup>st</sup> 10 police officers to make their selection by March 10<sup>th</sup>.
  - 2<sup>nd</sup> 10 police officers to make their selection by March 20<sup>th</sup>.
  - The remaining police officers are to make their selection by March 31.
6. For purposes of selecting vacations (including one day picks), Specialists will select with the division they are assigned and the shift wherein the majority of their hours of duty fall, i.e., first, second, or third shift.
7. Detectives will select their vacations as a shift.
8. A minimum staffing will be maintained at all times in the uniformed and investigative divisions, except as authorized by the Shift Commander with the approval of the Chief of Police.
9. Officers may elect to select all or part of their annual leave one day at a time. Selecting full week vacations will have priority over officers selecting one day vacations.
10. Only annual vacation picks selected from January 1<sup>st</sup> to April 1<sup>st</sup> each year shall have preference over a single day pick for vacation or holiday time off.
11. In the event officers wish to split their vacation selection, said officers will sign once and work out their vacation with whom they split. The officers will be held responsible to

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inform shift supervision so that proper entry can be made in the vacation selection and manpower schedules.

12. One Sergeant from each shift and one Lieutenant or Shift Commander may sign for the same full week vacation period (as defined in #4).
13. All applications for leave days will be submitted electronically.
14. Annual leave will not be considered granted until the leave application has been submitted by the officer and approved by the Commanding Officer or designee.
15. Vacations may be cancelled by the Chief of Police if an emergency exists.
16. Officers are required to report for court appearances during vacation periods unless excused by the attorney issuing the subpoena.
17. If any Police personnel want to request a carryover of annual leave, they must submit their request in writing on the Request to Carry Over Annual Leave form prior to September 1<sup>st</sup> of each year. The completed form is to be submitted to their Commanding Officer, who will forward it to the Chief of Police with a recommendation to concur or deny the request. The Chief of Police will make his/her decision and will forward his/her recommendation to the office of the Mayor for final action. Permission to carry over annual leave will only be granted in extenuating or emergency situations.

As soon as the Police Officer's leave has been approved, the Police Officer will fill out a court notification form so the Court Officers can notify their respective courts. This will help to minimize conflict when scheduling cases for trial; however, it does not exempt officers from subpoena.

### B. Requests For Days Off

1. Employees of the Kenosha Police Department (including civilians) (also see Policy 22.8) who wish to be excused from a tour of duty must secure the permission of a Shift Supervisor in advance.
2. The Shift Commander or designee shall take into account the operating needs and minimum staffing requirements in their respective areas of responsibility when deciding whether or not to grant the requested excusal.
3. Authorization to take single day vacations, holiday leave, and compensatory time leave will not be considered valid until approved by a Shift Commander or designee.
4. Requests for single day vacations, holiday leave, and compensatory time leave will be granted in the order they are received. The exception being the period from January 1<sup>st</sup> through January 7<sup>th</sup>, during which time all requests are considered to be submitted simultaneously. In this situation, leave will be granted by seniority.
5. Annual vacation hours and holiday hours supersede accumulated compensatory hours. However, annual vacation hours and holiday hours do not supersede each other.