



Abilene Police Department Operating Procedures

Subject:

Leave and Scheduling Procedures

Issued:

04/09/2021

TBP:

Number:

C-8

Scheduled Leave

Effective scheduling and attendance reporting ensures that the desired number of employees with the required skills are available to deliver services expected to ensure payroll related activities are accurate. Tasks include:

- A. Assigning responsibilities
- B. Preparing and revising schedules, and
- C. Documenting and reporting actual attendance status

Attendance reporting must be 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, 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.

Employee Responsibilities

Employees unable to report for duty shall report this to his/her immediate supervisor as soon as practical before normal working hours. 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 an illness or other appointment. The employee must contact his/her supervisor as soon as possible and explain the circumstances.

It is the responsibility of the employee to ensure their payroll is accurate. It is considered prima facie (accepted as correct or at face value) that an employee has reviewed their payroll and does not require him/her to physically log into the payroll system. Supervisors shall have all payroll approved prior to the cutoff times set forth by Payroll. If an employee is unavailable to review payroll due to vacation or other circumstances they may verbally or electronically (text) approve payroll through their supervisor.

In the event an employee cannot contact his /her supervisor/manager, they will contact the designated on-duty commander at (325) 704-3201 to make corrections, adjustment and final approval.



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Supervisors

Supervisors will prepare rosters and document attendance using the current scheduling system. For purposes of this directive, supervisors include Sergeants, Lieutenants (patrol and specialized divisions) and Division Managers. Supervisors (designated Sergeants), all Lieutenants and Managers will have authority to correct and approve payroll for any employee in the event a direct supervisor is not available to do so.

Police Administration

Administration will ensure that all known scheduling information is made available to supervisors/managers responsible for preparing schedules. This includes but is not limited to:

- A. Minimum staffing criteria
- B. Shift Assignments
- C. Published Training schedules
- D. Any other information that impacts the scheduling process

Administrative Services Section

The Management Assistant to the Chief of Police is responsible for assisting with and disseminating procedures prescribed in this directive. Additionally, Payroll staff will assist supervisors with attendance-related assistance when requested.

Leave Scheduling Form

Scheduled leave requests should be entered into the current scheduling system. Employees who make last minute leave requests and have court obligations are not automatically excused from the court obligation. The employee may attempt to secure a release from an existing subpoena with the appropriate prosecuting attorney or court of jurisdiction. The employee remains responsible for all served subpoenas until release by the appropriate authority. Requests for leave will not be approved while an employee has an outstanding subpoena.

Supervisors approving leave will also add the leave approval to both their designated calendar as well as the District Attorney (DA) calendar.

Request for Leave

All requests for leave will be approved through the appropriate chain of command before any employee goes on leave. Supervisors/Managers reviewing requests for time off will check leave balance accruals indicated in the current payroll system for the City of Abilene and ensure at the time the leave is taken the available balance is appropriate. Leave cannot be approved if the amount requested exceeds the amount available.



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Personal Leave

Personal Leave will be granted if there is not a personnel shortage. Personal leave can be forecast up to 90 days in advance unless special/unusual circumstances exist. An exception can be made by a commander or manager to approve leave forecast beyond the 90 days.

Sick Leave

In compliance with City Policy, sick leave may be requested by an employee and approved by a Supervisor/Manager **only** for the qualifying reasons:

- A. Employee's personal injury or illness.
- B. Necessary medical, dental, vision or other health care appointments with licensed health care providers.
- C. Exposure to a contagious disease, which would endanger others.
- D. Care for the employee's child following birth, adoption or placement in foster care (see city policy).
- E. Illness or injury of an immediate family member requiring the care of the employee or for the medical appointments for immediate family members. Immediate family member are defined as the employee's spouse, child, parent, any legally dependent family member residing in the employees primary residence as defined by the City of Abilene's Family and Medical Leave Policy.

All supervisors/managers are responsible for developing a procedure for employees attempting to call in on Sick Leave. At a minimum, the procedure will include:

- A. A requirement for members to provide a telephone number where they can be reached during their absence. When possible, the employee will enter the request into the scheduling system.
- B. The supervisor/manager receiving the information will ensure the absence is entered into the payroll scheduling system as well as Guardian Tracking System (GTS).

A supervisor/manager is personally required to notify Human Resources Office once an employee has been absent for three (3) consecutive days of sickness so that FMLA notices required by law can be sent out. Failure to notify Human Resources can result in disciplinary action.

An employee who is absent from duty due to illness or injury may be required, at the discretion of their supervisor/manager, to present a doctor's statement verifying that the employee was ill or injured.

Employees in the initial job employment phase of training are only allowed the use of sick days, unless otherwise approved by Police Administration.



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Employees are required to call in sick each day that they are absent unless excused by their supervisor or manager. Supervisors/Managers will approve the sick leave in the scheduling system for each day of the absence to ensure an accurate roster is generated.

Employees using sick leave when scheduled for a court appearance must notify their immediate supervisor as well as the appropriate court and/or requesting attorney to report their absence.

FMLA is covered extensively with City of Abilene Employee Policy Manual. Employees shall refer to the manual or contact Human Resources for any questions or concerns regarding this policy.

The Chief of Police may require any employee to undergo examination(s) to determine his/her fitness for duty upon return to work.

Supervisors/Managers will not document any medical information in the scheduling system or maintain any medical information GTS. All medical information obtained from an employee will be forwarded to Police Administration and Human Resources to be maintained in a separate and secure file.

Specialty Leave

All other leave is explained in detail in the City of Abilene Employee Policy Manual in both printed copy as well as electronic format. These include:

- A. Paid Leave - Sick
- B. Paid Leave - Vacation
- C. Paid Leave - Holidays
- D. Religious Holidays
- E. Bereavement Policy
- F. Military Leave Policy
- G. Administrative Leave (paid or unpaid)
- H. Voting
- I. Court Appearances and Jury Duty
- J. Compensatory Time
- K. ABLP

Administrative Leave

Administrative Leave with or without pay is determined by the Chief of Police. Administrative Leave is based on internal and external investigations. Upon indictment or filing of criminal charges against any employee, the Chief of Police may place any employee on Administrative Leave with or without pay.



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Reporting Leave Taken Outside the Payroll Period

Employees will report all leave hours taken in a timely 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 **Request for Payroll Adjustment** form as well as an **Annex A** form be completed by the officer, his/her commander, an assistant chief and the Chief of Police. The forms should be completed and sent up the proper chain of either in person or electronically. The forms are located on the city's Intranet.

The employee will be required, in writing, to explain to his/her supervisor reasons for not reviewing payroll in a timely manner and the circumstances documented by a **Conduct/Behavior Negative** entry into GTS for those employees who are chronic violators (2nd instance). In reoccurring instances, an officer may receive corrective or disciplinary actions.

An exception exists for situations involving emergency leave. When possible, employees are encouraged to notify his/her supervisor. If a direct supervisor is not available, the employee will notify the designated on-duty commander of the absence.

Records Management & Reconciliation

While on duty, supervisors and managers will ensure the scheduling system is checked daily and attendance and absences along with leave requests are reflected accurately.

The current scheduling system automatically produces an email to direct supervisors/managers when leave is requested. Supervisors/Managers while on duty should take action in a timely manner to determine if the request can be approved or denied, based on staffing. If a supervisor/manager denies a request, a return email is sent to the employee. In the notes section, a reason for the denial should be annotated.

Employees should check to ensure their requests are processed and approved before taking leave time. Employees can cancel leave via the scheduling system as well, which should send his/her supervisor an email. Employees will follow up with their supervisor/manager to ensure leave was cancelled. Employees are responsible for the correct posting of all absences.

In the event an employee is off-duty and needing to request a day off due to exigent circumstances for their next oncoming shift and not able to request it through the scheduling system, they should contact his/her immediate supervisor/manager for approval. A supervisor can manually input the requested time off in the scheduling system. If an immediate supervisor is not available, the employee will contact the designated on-duty commander.