
COMPENSATION AND BENEFITS

TIME OFF

Purpose: The purpose of this directive is to establish procedures for accruing time off and requesting time off for all permanent, full time member of the North Little Rock Police Department.

Policy Statement: It is the policy of the North Little Rock Police Department to allow members to take accrued leave when desired, provided adequate staffing is maintained for the police department to provided service.

Summary of Changes: Clarifies vacation time off guidelines (sec. 2.6.1). New format.

Procedure:

1 Accumulation

1.1 The accumulation of vacation days, discretionary time, and compensatory time will be as provided by the City's personnel handbook for non sworn members and by agreements between the City and the Supervisor's Association and the Fraternal Order of Police for sworn members.

2 Requesting Time Off

2.1 Members requesting time off will complete a *Request for Time Off/ Time Claimed* form.

2.2 Members will indicate on the form whether they are requesting vacation days, discretionary time, compensatory time, or sick time.

2.3 Members will forward the completed form to his or her immediate supervisor for approval.

2.4 Supervisors will approve or disapprove the request and sign the form. No request will be considered approved or disapproved until the form is signed.

2.5 The supervisor will return the pink copy to the member, retain the yellow copy for their records, and forward the white copy to the Support Service Division.

2.6 Requests will be approved on a seniority basis between January 1 and February 15 of each year for that calendar year.

2.6.1 Officers are not permitted to request a pattern of time off (e.g. same day of the week over a period of time, etc.) that if by doing so, it would create a minimum staffing situation and/or prohibit other officers from requesting off for that specific day.

2.7 Requests received after February 15 will be approved on a "first come, first serve" basis.

2.8 Except under extraordinary circumstances and with approval of the Division Commander, no more than 10% of the members assigned to a single unit may be allowed off on leave at the same time.

3 Responsibility

3.1 The Chief of Police will review requests for time off from personnel assigned to his office.

3.2 Division Commanders will be responsible for determining what procedures will be used in handling requests for time off within their respective divisions.

3.3 Division Commanders or designees will be responsible for forwarding the time off requests to the Support Service.

3.4 Division commanders or designees will be responsible for ensuring adequate personnel are available to handle their divisions.

3.5 Support Service Division Commander or designee will arrange with the Patrol Division Commander or designee for a replacement at the Desk should a Community Service Assistant request time off.

Mike Davis
Chief of Police