

Short Term and Long Term Time Off Scheduling for Patrol

434.1 PURPOSE

This policy establishes guidelines and procedures for the scheduling of both short-term and long-term time off scheduling for patrol personnel.

434.2 DEFINITIONS

Vacation: For this policy, vacation is defined as any time patrol officers and supervisors have accrued, including longevity vacation, holidays, and time off. It does not include compensatory time.

Seniority: The number of years of service with the department as a sworn officer or sergeant, as of January 1st, in the calendar year for which the vacation selection is projected. For time off approval, personnel designated as corporals are considered officers, and their seniority is based on their time as a sworn member and not their time-in-grade as a corporal.

Vacation Blocks:

- (a) A "one-week" block is defined as up to three (3) (four (4) if a payback day is included) consecutive 12.5- hour workdays off.
- (b) A "two-week" block is defined as up to six (6) (seven (7) if a payback day is included) consecutive 12.5-hour workdays off.
- (c) A "three-week" block is defined as up to nine (9) (ten (10) if a payback day is included) consecutive 12.5-hour workdays off.
- (d) A "four-week" block is defined as up to twelve (12) (thirteen (13) if a payback day is included) consecutive 12.5-hour workdays off.

City Holiday: A designated City holiday is the actual day of the holiday and not the day on which the City recognizes the holiday. (Example: If July 4th falls on a Saturday, Saturday is considered the holiday regardless of the City recognizing the holiday on Friday, July 3rd)

Minimum Staffing: The minimum number of officers required for adequate patrol staffing. Minimum staffing levels are determined based on workload studies and other factors relative to field activity. Minimum staffing levels are subject to change based on updated workload data and/or needs assessments conducted by Watch Commanders.

434.3 SHORT TERM MONTHLY TIME-OFF REQUESTS

Short-term scheduled time-off is handled through monthly requests, managed by the Watch Commander's Office.

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434.3.1 SUPERVISOR'S RESPONSIBILITIES

The requesting member's immediate supervisor is responsible for entering the time-off requests into the Department's electronic scheduling system and ensuring all necessary paperwork (CHITS) is completed and submitted to the Watch Commander's Office by the specified deadline.

434.3.2 PATROL MEMBER'S RESPONSIBILITIES

Patrol members shall submit all requests for short-term scheduled time-off or changes, no later than fifteen (15) days prior to the beginning of the deployment period.

- (a) Consideration for short-term time-off requests will be made based on minimum staffing levels and seniority of the requesting member.
- (b) For short-term time-off requests, officer and corporal seniority shall be based on tenure as a sworn police officer, regardless of rank.
- (c) For short-term time-off requests, sergeant seniority shall be based on tenure as a Police Sergeant.

434.3.3 CITY DESIGNATED HOLIDAYS

- (a) Except for holidays scheduled during the Long-Term Vacation Scheduling (LTVS), time-off requests for all designated City holidays will be reviewed during monthly scheduling.
- (b) Time-off requests on City holidays will be granted by seniority, subject to minimum staffing requirements.
- (c) The Watch Commander must approve time-off requests for designated City holidays that are submitted after the monthly scheduling is complete. These requests will be considered on a first-come, first-served basis, subject to minimum staffing levels and in compliance with the POA MOU.

434.3.4 SHIFT TRADES

Trading of a day off or workday between officers will be allowed within the 28-day FLSA period. The Watch Commander must approve all trades. Trades must be between similarly qualified officers of the same rank (i.e., corporal for corporal, officer for officer, etc.) so as not to affect team performance.

434.3.5 COMPENSATORY TIME-OFF

For the purpose of considering time-off requests during monthly scheduling only, compensatory time-off requests will be handled in the same manner as any other time-off requests. This policy was adopted pursuant to the meet and confer process with the POA.

434.3.6 UN-SCHEDULED TIME-OFF

All time-off and schedule adjustments submitted after the monthly schedule deadline are considered un-scheduled time-off. Such requests shall be submitted, via the chain of command, to the Watch Commander for approval. Un-scheduled time-off will be approved on a first-come, first-served basis, subject to minimum staffing.

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434.3.7 CONDITIONAL TIME-OFF REQUESTS

At the discretion of the Watch Commander, time off requests may be granted on a “conditional” basis. Conditional time off requests will only be approved when a replacement officer has been identified to back fill the vacancy created.

434.4 LONG-TERM VACATIONS SCHEDULING (LTVS)

The Long-Term Vacation Scheduling (LTVS) program for Patrol shall be available for scheduling long-term projected vacation (time-off). The LTVS program will operate annually, beginning with the first day of the first deployment period in January and concluding on the day proceeding the first deployment period in the following January.

434.4.1 PROGRAM PARTICIPATION AND SENIORITY

- (a) All officers, corporals, and sergeants assigned to Patrol are eligible to participate in the program voluntarily. Personnel who elect not to participate in the LTVS, will be required to submit time-off requests during the monthly scheduling process outlined below:
 - 1. All requests are considered based on the seniority of the requester.
 - 2. Seniority for sergeants is based on the date of promotion to sergeant.
 - 3. Seniority for officers and corporals is based on tenure with the Department as a sworn officer, regardless of rank.
- (b) Personnel who transfer to patrol after the LTVS sign up period has concluded, may participate in the program, but will not be eligible to request time-off that has already been allocated.
 - 1. Personnel must submit their LTVS request to the Watch Commander no later than fourteen (14) days after the effective date of their transfer to patrol
 - 2. Requests received after fourteen (14) days will be denied.
 - 3. Requests will be considered in order of effective date of transfer, with the earliest transfer date being considered first. If more than one person is transferred to patrol on the same date, their requests will be considered in order of their Department seniority.
- (c) Approved LTVS time will remain in effect as long as the employee remains in patrol regardless of assignment changes within the Patrol Division.
- (d) Members may not trade scheduled vacation periods with each other.
- (e) Members may cancel their scheduled LTVS. Changing or rescheduling will only be permitted in exceptional circumstances and with the express, written approval of the Watch Commander.

434.4.2 PROGRAM LIMITATIONS

- (a) Officers with twenty (20) years of service or more may project up to one four-week block or two one-week blocks, and each may cover City designated holidays. Sergeants with five or more years of service may project up to one four-week block or

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two vacation blocks in any configuration they choose equal to four weeks total time, and each may cover City designated holidays.

- (b) Officers with a minimum of fifteen years but less than twenty years of service may project up to one three-week block or two one-week blocks of time not covering any City designated holidays. Sergeants with less than five years of service may project up to one three-week block or two vacation blocks in any configuration they choose equal to three weeks total time, not covering any City designated holidays.
- (c) Officers with less than fifteen years of service may project up to one two-week block or two one-week vacation blocks not covering any City designated holiday.
- (d) Only vacation, longevity vacation or holiday time accrued or projected to be accrued by the end of the LTVS period, is eligible for LTVS requests.
 - 1. Accrued compensatory time may not be used for LTVS projections.
 - 2. Members must have sufficient time-off accrued at the time they intend to take time off. LTVS time-off shall not be taken as unpaid leave.
 - 3. If a member does not have sufficient time off available, the time slot(s) will be forfeited and made available for short-term scheduling.
- (e) There is a maximum of two available LTVS slots per officers and one for sergeants per watch for which LTVS time may be scheduled.

434.4.3 PROCEDURE

- (a) Before the LTVS sign up period begins, an updated seniority list shall be posted in the Watch Commander's Office for review. It is the member's responsibility to immediately notify the Watch Commander of any potential errors so they can be resolved before the sign-up period begins.
- (b) Members wishing to participate in the LTVS program are required to submit a request form, itemizing their top four (4) vacation choices.
- (c) Sign-ups are conducted by the following seniority groups:
 - 1. Group 1: Sergeants with five (5) years or more AND officers/corporals with twenty (20) years or more.
 - 2. Group 2: Sergeants with less than five (5) years AND officers/corporals with fifteen (15) years or more.
 - 3. Group 3: Officers/corporals with less than fifteen (15) years.
- (d) As requests are received, the requested slots will be displayed on the Intranet so remaining groups can see what slots remain available.
- (e) Sign-ups will continue until all patrol members have had an opportunity to sign up.
- (f) Requests received after the deadline will be considered on a first-come, first-served basis. Requests received after December 31 of the affected calendar year, will automatically be denied.