

Procedural Directive

**California State University
Northridge
Department of Police Services**



To: All Department of Police Services Personnel
Subject: Requesting Leave Time
Directive Number: 2008-01
Date: December 18, 2019
Amends/Supersedes: February 20, 2008 version; February 16, 2011 version; January 8, 2014 version; January 7, 2015 version.
Approved: Gregory L. Murphy, Chief of Police

I. Objective:

Leave benefits are specified within the respective collective bargaining agreements of the unions represented within the department. The purpose of this directive is to set forth standard procedures for requesting leave time utilizing the DPS Variance Request Form. This form is to be utilized by department employees to document compensation requests for completed overtime and to request time-off utilizing compensatory time off, vacation, sick, alternate day off time, personal holiday, family leave, military leave, and any other time-off reason that one may request. The Variance Request Form is located in the department forms boxes on the first floor hallway of the department (next to employee mailboxes). This form may also be accessed electronically on the department server: "P:\Data\Forms".

II. Procedures:

A. Requests for Time Off, Overtime, and Use of Variance Request Form

All requests for time off are to be made in a timely fashion in accordance with this directive and collective bargaining agreements. The Variance Request Form when used for compensation of overtime accrued shall be completed immediately upon conclusion of the overtime event and forwarded to the appropriate supervisor for approval. The shift supervisor is responsible for ensuring that the form is properly completed. The form should then be placed in the respective manager's mailbox.

Submission of a Variance Request Form for training has a different time frame – please reference policy and procedure number: 08-P.A.-015, Scheduling, Overtime, and Time-Off Procedures for Sworn Officers, p.5 number 3.

B. Sick Leave Call In

Employees should notify their supervisors a minimum of two hours in advance of a shift start time when calling in sick to allow the department sufficient time to backfill the leave if necessary. Employees should also call in each day of leave taken unless sufficient medical documentation shows the employee is under a doctor's care for a specified period of time.

If an employee is unable to contact their respective supervisor, he/she will contact police dispatch to notify the department of their absence. Upon any sick or other time off notification, the dispatcher will complete a Time-Off Memo (located at Dispatch) and notify the shift supervisor.

Requests for doctor's appointments should be submitted a minimum of seventy-two hours in advance of the requested leave time or earlier if possible, unless due to urgency this is not possible.

An employee shall be responsible for completing and signing the Variance Request Form and submitting it to the appropriate administrator upon reporting back to work. Sick time will be reported in one-hour increments only.

The Chief of Police may require an employee to submit substantiating evidence that the absence is for an authorized reason (i.e. in the case of a mandatory training program, etc.). In the case of illness, this may include certification from a physician.

C. Vacation and CTO Leave

Vacations for the calendar year will be granted by seniority within employee classifications and within department units. In the event of a tie in seniority, all requests for the same vacation period shall be approved based on date of submission.

The selection process will normally occur in January. After the January selection process, vacations will be granted on a first-come, first-serve basis and will be submitted to the appropriate manager via the employee's supervisor, with operational needs of the department taken into consideration. The direct reports to of the Chief of Police will submit requests directly to the Chief.

Requests for vacation/CTO time will normally be submitted at least thirty days in advance; however supervisors may waive this requirement in the event the staffing of normal business operations is not negatively impacted by the requested time off.

In granting time off, supervisors shall always consider operational needs prior to the approval of vacation/CTO time requests. For example, if a department unit consists of 2 employees and both request time off during the same time period, the supervisor shall only grant one person time off so as to ensure the continuity of the unit's operational (open) status. Normally, seniority will dictate which employee is granted time off.

Events during the calendar year that require all Department of Police Services (DPS) personnel be on-duty to provide full DPS services to our community will be posted annually via a "Blackout Notice" Memo from Deputy Chief or his/her designee. Normally, the freezing of dates for requests for time off during these events is standard procedure; however, any calendar date(s) outside the "Blackout Notice" may be frozen for time off requests via written notice from the Chief of Police or her/his designee.

It is the responsibility of each employee to monitor his/her accumulated vacation time. Sufficient vacation days should be used during the course of the year to preclude last-minute requests at the end of the year. Leave submissions provided late in the year (i.e. at year's end) to avoid an impending forfeiture of vacation time may be denied due to operational needs.

For additional information on Overtime and Leave Time please refer to the appropriate collective bargaining agreement, and if applicable, department policy 08-P.A.-015 - Scheduling, Overtime, and Time-Off Procedures for Sworn Officers.