

Title: 2.02 Overtime and Requests for Leave

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PURPOSE:

The purpose of this order is to establish department policy regarding Overtime, Sick and Injury Leave and Leave requests.

1. OVERTIME:

- a. Members of the Department will use the departments approved overtime form.
- b. Personnel working overtime for any period in excess of their normal shift will be entitled to submit an overtime request form for compensation at overtime rate. It is in the member's interest to complete and submit the overtime form as soon as possible after the overtime occurs so that the payment may be prompt.
- c. Such overtime period may be terminated by the Supervisor when the need for overtime service has ended. Whatever the period, the member will be compensated at the overtime rate. Overtime shall always be figured to the next half-hour.
- d. The Sergeant will review and approve all valid overtime request forms and submit them to the Chief of Police for final approval.
- e. After the request for overtime has been approved by the Chief of Police or his designee, the white copy will be returned to the officer and the yellow copy will be kept by the Chief of Police.
- f. No member will remain on duty more than a total of eighteen consecutive hours unless exigent circumstances make it necessary. The OIC will communicate the reason for such incidents in a timely manner to the Chief of Police. Any member who has completed an eighteen-hour tour of duty must remain off duty for at least six hours before returning to work.
- g. No officer may work more than eighteen hours in any twenty-four-hour period. It is the responsibility of each member of this department to notify a supervisor if they are scheduled to work or are offered the opportunity to work more than eighteen hours in a twenty-four-hour period. No supervisor may knowingly schedule any officer to work more than eighteen hours in any twenty-four-hour period unless it is during an emergency situation.


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- a. In all instances of absence due to member's illness, the Officer in Charge will be notified of such as provided in the current collective bargaining agreement. Notification by another member of the officer's household will suffice, but the Officer in Charge on duty must be notified. Members must call in sick for each individual day that they are off sick.
- b. A member returning from sick or job incurred injury leave must fill out and submit the leave request form to the Sergeant within the first day of returning to work. The form will be routed to the Chief of Police or his designee so the proper credit will be given the member.
- c. Requests for all other sick leave where the member is not ill, will be authorized as provided in the current collective bargaining agreement.
- d. Members shall be required to complete a Workmen's Compensation form for any job incurred injury immediately. The forms shall be submitted to the Chief of Police.

3. REQUEST FOR LEAVE:

- a. A Member desiring leave shall fill out the Leave Request Form and submit it to the Sergeant for routing and approval. Members are encouraged to submit the request as far in advance of the leave as possible, but not less than the time provided in the current collective bargaining agreement.
- b. Requests for leave will be authorized as provided in the current collective bargaining agreement.
- c. It is recognized that circumstances may arise wherein a member desires leave and time constraints do not allow prior submission of the form for approval. The Chief of Police or his designee may grant verbal approval in such instances, but the member must fill out and submit the completed form to his supervisor upon returning to duty so that the proper credits may be given. Approval of such verbal request should be sought at least six hours prior to the members scheduled tour so that proper arrangements may be made by the Sergeant if approval is granted.
- d. Members of the Department will use the departments approved leave request form.

Authority:



G. Joseph Boisclair
Chief of Police