

## Annual, Personal and Holiday Leave

### 1141.1 POLICY

This policy provides guidance on the use of annual, personal, and holiday leave. Additional information regarding annual, personal, and holiday leave may be found in USM Policies VII - 7.00, 7.10, and 7.30.

### 1141.2 DEFINITIONS

- (a) Calendar Year - The period beginning January 1 through December 31.
- (b) Leave Cycle - The period encompassing the beginning and end of established USM payroll cycles in which leave is accrued.
- (c) Leave Year - The final payroll cycle identified by UMB for the purpose of crediting new allotment of personal days.
- (d) Availability Schedule - The effective date in the new calendar or leave year by which personal leave days must be used or lost.
- (e) Prime Time Vacation - A period of up to 14 consecutive days taken for vacation.

### 1141.3 ANNUAL LEAVE

- 1. Annual leave is available to the extent earned provided that the responsible supervisor approves the date(s) for the leave.
- 2. Earned but unused annual leave shall be carried over from calendar year to calendar year up to a maximum of 400 hours for regular full-time employees or the amount allowed by the USM, whichever is greater.
- 3. Annual leave may be used immediately upon accumulation and may be used in fifteen (15) minute increments.
  - (a) Use of annual leave must be approved by a supervisor.
  - (b) Annual leave is earned at the rates listed below.
- 4. Regular full-time Non-Exempt Staff earn annual leave on a biweekly basis according to the following schedule:
  - (a) Hire Date through completion of 1st year: 11 days (88 Hours)
  - (b) 2nd year through the completion of the 2nd year: 12 days (96 Hours)
  - (c) 3rd year through completion of the 3rd year: 13 days (104 Hours)
  - (d) 4th year through completion of the 4th year: 14 days (112 Hours)
  - (e) 5th year through completion of the 10th year: 15 days (120 Hours)
  - (f) 11th year through completion of the 20th year: 20 days (160 Hours)
  - (g) 21st year and thereafter: 25 days (200 Hours)
- 5. Prime Time Selection

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- (a) The selection process for prime time requests will be based on seniority. Each member will have the opportunity to request up to a two-week (14 consecutive days) time period that they will be on vacation.
  - (b) Each member will be allowed to select one prime time period of up to 14 consecutive days by submitting a written request containing their first choice and two alternative choices. This period for submitting the requests is from December 1st of the prior year through January 15th of the year in which the leave is being requested. Supervisors will make a decision regarding the requests by February 15th of the year, unless there are extenuating circumstances preventing them from doing so. The alternative choices will be used if the first choice cannot be granted because of a more senior member selecting the same time period.
  - (c) Approval for prime time vacation leave is based on staffing needs. For sworn members, the number of officers exceeding each shift's minimum manpower requirement determines the number of officers that can be on vacation during any period. Prime time vacation is submitted for approval through the chain of command and approved by the member's Bureau Commander.
  - (d) The type of leave utilized for prime time vacation may be any available leave other than sick leave. Prime time vacation is often requested and approved well in advance of the actual leave dates. Therefore, members may submit for prime time vacation (only) using anticipated accumulated leave. Leave must be available at the time the prime time vacation is taken or the vacation may be canceled by the agency in part or in whole.
6. Leave in General
- (a) Members are permitted to take leave when approved by their supervisor.
  - (b) All requests for scheduled leave shall be submitted by members to the appropriate supervisor at least forty-eight (48) hours prior to the date of the leave day(s) requested. The UMBPD shall provide a response to the member within twenty-four (24) hours or seventy-two (72) hours if the request is made on weekends. Requests for leave shall not be unreasonably denied. If denied, an explanation of the denial shall be provided to the member. Additional information is provided in the AFSCME and FOP MOUs.
  - (c) Members covered by the AFSCME MOU should note that requests for scheduled leave shall be submitted to the appropriate supervisor at least forty-eight (48) hours prior to the date of the leave.
  - (d) Members are eligible to receive three days (24 hours) of personal leave each calendar year. Use of Personal leave is subject to the approval of a supervisor and may be used in fifteen (15) minute increments.
  - (e) Requests for leave includes, but is not limited to, annual, personal, holiday, sick and safe, sick for doctor's appointment, military, family leave, and furlough days.
  - (f) Members will not request leave or take leave that they have not accrued or earned without approval from the Chief of Police or designee. Members will be

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responsible for keeping records of their leave balances to ensure that leave requested and taken is leave that has been previously earned. Members, who take leave and their leave balance for that particular leave is insufficient to cover the leave taken, may be subject to adverse administrative action.

### **1141.4 HOLIDAY LEAVE**

- (a) Employees are eligible to earn 12 holidays per year, or 13 holidays during a year of general or congressional elections, and any other special observance as required by the legislature and Governor, or otherwise provided by the Chancellor or President. Full-time employees shall earn eight hours of leave for each holiday earned, regardless of the employee's workweek schedule. Part-time employees who are employed on at least a 50% full-time basis shall earn holiday leave on a pro-rated basis. All employees must be in a paid employment status on the calendar date that the holiday is earned, in order to be eligible for holiday pay when the holiday is observed.
- (b) The UMBPD retains the right to require a member to perform duties on a holiday. The holiday schedule is published by UMB each year. Please refer to the UMB schedule holiday list for further information.

### **1141.5 PERSONAL LEAVE**

1. ALLOTMENT
  - (a) All full-time Nonexempt and Exempt Staff employees shall receive three days (not to exceed 24 hours) of personal leave on January 1 each calendar year. Part-time employees working 50% or more shall receive personal leave on a pro-rated basis.
2. USAGE
  - (a) Unused personal leave must be used by the end of the first pay period which ends in the new calendar year. Any personal leave that is unused as of that time shall be forfeited by the employee and shall be contributed to the USM Leave Reserve Fund, in accordance with BOR VII-7.11 Policy on Leave Reserve Fund for Nonexempt and Exempt Staff Employees. No employee shall be paid for unused personal leave.
  - (b) The use of personal leave shall require prior notification to the employee's supervisor.