ANNE ARUNDEL COUNTY POLICE DEPARTMENT

MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM:	04-049
FILE BEHIND:	Index Code 701.C
TO:	All District & Division Commanders All Command Staff All Timekeepers
FROM:	Deputy Chief David Shipley Commander, Technical Services Bureau
EFFECTIVE DATE:	November 24, 2004
SUBJECT:	Advanced Disability Leave (ADL)

BACKGROUND

Disability leave (DL) may be advanced by the Chief of Police with the approval of the Personnel Officer in accordance with the provisions of Article 8, Section 1-303 of the Anne Arundel County Code and requirements of the County Office of Personnel. **ADL may only be used after the required approvals mentioned are obtained.**

PROCEDURE

Timekeepers will not utilize advanced disability leave (the use of DL resulting in a negative DL balance) for payroll purposes without first notifying both their District/Division Commander and the department's Personnel Manager. If approved, the use of advanced disability leave will be coordinated with the department's Personnel Section to ensure the appropriate utilization.