



# ANNUAL LEAVE & HOLIDAY LEAVE

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## **I. METHODS OF RECEIVING ANNUAL & HOLIDAY LEAVE**

For the purposes of annual and holiday leave administration, employees receive leave as follows:

**A. Sworn personnel** receive annual leave in accordance with the number of days specified in Section III of this directive. Sworn personnel will receive fifteen (15) additional days of annual leave each calendar year in lieu of the holidays listed in Article 8, Section 1-301 of the County Code.

**B. Civilian employees** in the following classes of work receive their annual leave and holiday leave in the same manner as sworn personnel and subject to the provisions of their collective bargaining agreement:

- 1. Crime Scene Technician I/II
- 2. Police Communications Operators
- 3. Booking Officers

**C. All other employees** of the department receive annual leave in accordance with Section III of this directive, and receive holiday leave in accordance with Section II of this directive, and Section 1-301 of the County Code.

## **II. HOLIDAY LEAVE**

Anne Arundel County government designates those holidays for which the government is closed. The County government maintains normal operations on three holidays: Lincoln's Birthday, Defender's Day, and Columbus Day. Civilian employees who are entitled to holiday leave will follow applicable personnel bulletins about taking these holidays.

Sworn personnel in the Patrol Division, Booking Officers, Crime Scene Technicians, and Police Communications Operators will work their normal schedule regardless of any holiday, and will schedule leave according to this directive and the procedures established by their supervisors. All other civilian employees will take holiday leave on the days designated by the County, except for the three holidays when normal County operations continue.

### **III. ANNUAL LEAVE – GENERAL POLICIES**

#### **A. Annual Leave Entitlement**

The amount of annual leave earned by employees depends on the employee's length of service with the County and any applicable labor contracts. Non-represented civilian employees earn annual leave in the following increments:

1 – less than 3 years service:	13 days
3 – less than 15 years service:	20 days
15 and over years service:	26 days

Non-represented sworn employees and civilian employees that receive leave up front earn annual leave in the following increments:

1 – less than 3 years service:	28 days
3 – less than 15 years service:	35 days
15 and over years service:	41 days

Employees who are represented by bargaining groups may have different leave entitlements and should consult their current labor agreement with Anne Arundel County.

#### **B. Accumulation of Unused Leave**

In accordance with Article 8, Section 1-302 of the County Code, an employee may accumulate annual leave in accordance with the following schedule:

A civilian employee who is represented by a certified bargaining unit may not carry over more than thirty (30) days of annual leave into a calendar year.

Sworn police officers (represented by FOP Lodge 70) may not carry over more than thirty-five (35) days of annual leave into a calendar year.

Sergeants (in accordance with their collective bargaining agreement) and employees not represented by a certified bargaining unit may not carry over more than thirty-five (35) days of annual leave into a calendar year.

With the exception of non-represented employees, whose excess annual leave is converted to disability leave, any accrued annual leave in excess of that permitted to be carried over to the next calendar year, will be lost at the close of the calendar year. It will be the responsibility of the employee to be aware of, and review with their timekeeper, their annual leave balances to determine if any "use or lose" annual leave may be lost at the close of the calendar year. If any employee has reason to believe that annual leave may be lost, or that there may be an error in the accrual computation, the employee should, via the chain of command, contact the Police Personnel Section for verification and resolution. The responsibility to be aware of, review, and monitor one's own "use or lose" annual leave also applies to employees on extended disability leave, and/or absence due to a workers compensation claim (see Index Code 702).

#### **C. Annual Leave Scheduling & Record Keeping**

1. Annual leave records are maintained and calculated on a calendar year basis.
2. Vacations may run from December into January; however, any time taken in January will be charged against the new year's leave.
3. New employees may take annual leave as they accrue it subject to the supervisor's approval.
4. All sworn personnel, and civilians working a 6/3 schedule, will have their total annual leave days for the forthcoming year credited to them on the first day of that year. However, the use of such "up-front" annual leave may be restricted by competent authority. Civilian employees working normal business hours will accrue annual leave weekly or bi-weekly depending on their pay schedule (weekly or bi-weekly accrual will be indicated on the employee's pay stub).

### **IV. SCHEDULING ANNUAL LEAVE FOR PATROL DIVISION POLICE OFFICERS**

To assure adequate police coverage at all times, the following procedure will be adhered to when scheduling annual leave on a calendar year basis for those sworn members serving in Patrol Services Bureau patrol functions. Deviations or exceptions to this policy may be permitted by the applicable district commander.

**A. Definitions**

1. **“Extended Annual Leave”** means annual leave taken in blocks of six (6) to twelve (12) working days as a regularly scheduled planned vacation.
2. **“Short-term Annual Leave”** means annual leave taken in increments of one (1) to three (3) working days, to meet unexpected or unanticipated needs for time off. Generally, short-term leave should be requested no more than 30 days prior to the requested leave date. Officers will submit their leave request to the appropriate supervisor via inter-office correspondence.
3. **“Compensatory Leave”** is time off with pay in lieu of annual leave and should be taken in increments of 1 to 3 days. Compensatory leave taken in increments greater than 3 days may be approved by the District Commander. Compensatory leave requests made with at least 7 days notice will be granted up to 1 position below Required Patrol Post Staffing Levels (see below). Compensatory leave requested 6 days or less from the date of the requested leave may be denied at the discretion of the Police Department if the leave request brings staffing levels below the Required Patrol Post Staffing Levels.
4. **“Required Patrol Post Staffing Levels”** means the number of posts that must be filled per district, per shift. Required staffing levels can be found in Index Code 1615. Supervisors will authorize overtime to maintain Required Patrol Staffing Levels.

When Compensatory Leave and/or unexpected Sick Leave has taken the number of platoon personnel below required staffing levels, supervisors shall initiate “Drafting” procedures (see below). Supervisors will either broadcast a radio transmission, or request through the Communication’s supervisor console, for a volunteer to work the required hours. If a volunteer is not identified within a reasonable and timely manner, the officer who is next on the preceding or succeeding platoon’s Draft Log (see below) will be required to work.

5. **“Drafting”** means requiring an employee to work overtime to maintain Required Patrol Post Staffing Levels. This will be done through the use of a platoon Draft Log. This Draft Log will maintain a list of platoon personnel from junior to senior. The log’s purpose is to indicate which officer may be selected to work during times when another of the district’s platoon staffing drops below required staffing levels.

**Note: Item “C” of this Section contains information related to the maximum number of officers permitted off.**

**B. Extended Annual Leave**

**1. Northern, Southern and Western Districts**

Patrol Division Platoons 1, 2, 3 and 4 – A maximum of three (3) patrol officers (excluding supervisors) will be permitted to take extended annual leave at the same time, except during in-service training when a maximum of two (2) patrol officers will be permitted to take extended annual leave.

**2. Eastern District**

a. Patrol Division Platoons 1, 2, and 3 – A maximum of three (3) patrol officers (excluding supervisors) will be permitted to take extended annual leave at the same time, except during in-service training when a maximum of two (2) patrol officers will be permitted to take extended annual leave.

b. Patrol Division Platoon 4 – A maximum of three (3) patrol officers (excluding supervisors) will be permitted to take extended annual leave at the same time throughout the year.

3. Supervisors may make their selections for annual leave independent of their subordinate officers’ selections. Only one supervisor per platoon may take extended annual leave at the same time.

4. Selections for extended annual leave will be made by the following method:

a. Each officer should submit three (3) extended annual leave selections unless planning to accumulate no more than 35 days of Annual Leave into the next calendar year. Officers intending to bank more than 18 days of annual leave will notify their supervisor via inter-office correspondence during extended annual leave selections. Each selection will be a minimum of six (6) to a maximum of twelve (12) consecutive working days in duration.

Any request for annual leave beyond 12 consecutive working days can only be approved by the District Commander or above. These selections are to be submitted during the fall court scheduling process of the calendar year preceding the year in which the annual leave is to be taken. The selections must be made in time for the department's court schedules submission deadline to be met, typically October 1<sup>st</sup> of each year.

b. To maximize the number of annual leave days available to officers assigned to Platoon 4 the third extended annual leave selection can be a minimum of three (3) to a maximum of twelve (12) consecutive working days.

c. Extended annual leave will be selected by seniority. The senior officer on the platoon will select his/her first selection, followed by the next senior officer, down to the junior officer. The selection process then repeats in the same order for the second and third selections.

d. Extended annual leave selection on Platoon 4 will be done in the same manner as Platoons 1, 2, and 3, and not on a squad basis.

e. Extended annual leave selections must be completed before the scheduling of any short-term annual leave.

**C. Short-Term Annual Leave**

With the approval of the officer's supervisor, any officer assigned to Patrol Division Platoons 1, 2, 3 and 4 may take one (1) to three (3) annual leave days (short-term annual leave) of the officer's choice as long as the total number of patrol officers on extended annual leave, short-term annual leave, and/or attending departmental in-service training does not exceed four (4). Additional leave requests may only be approved by the Platoon Commander or his/her designee.

**D. Short-Term Annual Leave for Supervisors**

With the approval of their commander, any supervisor may take one (1) to three (3) annual leave (short-term annual leave) days of their choice so long as the total number of supervisors on extended annual leave, short-term annual leave, and/or attending in-service training does not exceed two (2).

**V. SCHEDULING ANNUAL LEAVE FOR CIVILIAN EMPLOYEES WORKING SHIFT WORK**

Civilians working shift work will have their total annual leave days for the forthcoming year credited to them on the first day of that year.

**A. Booking Officers**

The Booking Officer Liaison will be responsible for scheduling annual leave for all Booking Officers. All requests for annual leave will be forwarded to the Booking Officer Liaison for approval. There may not be more than two Booking Officers on annual leave in the County (per shift) at one time. District Commanders will give final approval for instances where more than one Booking Officer is scheduled for annual leave in their respective districts on the same day.

**B. Police Communications Operators (PCOs)**

Communications shift administrators are responsible for scheduling annual leave for the PCOs assigned to their shifts.

**C. Crime Scene Technician (CST)**

The supervisor of the Evidence Collection Unit is responsible for scheduling annual leave for CST's.

**VI. SCHEDULING ANNUAL LEAVE FOR ALL OTHER EMPLOYEES**

Employees not specifically addressed in this directive will schedule their annual leave according to the terms of Index Code 701.

**VII. PAYMENT FOR ANNUAL LEAVE UPON SEPARATION FROM COUNTY EMPLOYMENT**

In order to provide Police Department employees with accurate information so that they may plan ahead to establish a retirement date most advantageous to them, the following information is provided on the subject of annual leave payments.

Upon separation from County service, an employee is entitled to all unused annual leave accumulated up to the date of separation and all unused annual leave carried forward into the new calendar year.

An employee, who separates from County service with an effective date of December, will be paid for all unused annual leave carried into the new calendar year, as well as all unused, accrued leave from the current year.

Likewise, an employee who separates from County service with an effective date of January will be paid only for annual leave that is carried into that new calendar year.

In both of these situations, the provisions regarding Annual Leave in Article 8, Section 1-302 of the County Code must be followed.

**VIII. PROPONENT UNIT:** Management & Planning Section.

**IX. CANCELLATION:** This directive cancels Index Code 701.A, dated 10-28-05.