



LEAVE BENEFITS & PROCEDURES

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I. TYPES OF LEAVE BENEFITS

Leave benefits and procedures governing the administration of leave benefits are based on the provisions of Article 6 of the Anne Arundel County Code, applicable labor agreements, Administrative Procedures or other directives issued by the Chief Administrative Officer, Personnel Bulletins, other written directives, the Employee Relations Manual issued and/or published by the Anne Arundel County Office of Personnel, written directives issued by the Chief of Police or other competent authority, and State and/or Federal law.

Benefit entitlement may depend on the employee's classification and whether the employee is represented or not represented by a bargaining unit. In this regard, any allowable leave benefit for an employee represented by a bargaining unit should be addressed in the applicable memorandum of agreement.

Police Department employees either are, or may be, entitled to the following leave benefits as provided by County Code, law, or bargaining unit:

- A. Holiday Leave
- B. Annual (vacation) Leave
- C. Sick (disability) Leave, including leave under the provisions of the Family and Medical Leave Act
- D. Military Leave
- E. Civic Leave
- F. Jury Leave
- G. Appearance before court, public body, or commission in connection with County business.
- H. Funeral Leave
- I. Administrative Leave
- J. Compensatory Leave
- K. Personal Day Off
- L. Fatigue Leave (covered under Miscellaneous Leave in certain bargaining agreements)
- M. Alternate day off for certain essential/emergency personnel required to work when the County closes (covered under Miscellaneous Leave in certain bargaining units)
- N. Leave Without Pay

II. APPLYING FOR LEAVE

Employees will familiarize themselves with and follow regulations regarding prior approval for leaves of absence within their assigned area of work. If the policy of the assigned work area requires that requests for leave be in writing, then employees will complete the department form designed for this purpose.

III. AUTHORITY TO GRANT LEAVE

Leave will be taken at such times as approved or directed by the appointing authority or his/her designated representative. In most cases, the immediate supervisor is authorized to grant or deny requests for leave. In determining whether leave will be granted, the supervisor will take into consideration the duties and responsibilities with which the unit is charged, as well as applicable employee contractual agreements, and the provisions of the Rules and Regulations Manual.

IV. LEAVE WITHOUT PAY (WOP)

All available forms of authorized accrued disability and annual leave, compensatory time, floater holidays and personal days must be exhausted before Leave Without Pay (WOP) may be used.

Leave Without Pay must be requested in a timely manner using the Leave Without Pay Approval Form. Under the provisions of the Anne Arundel County Code, the Chief of Police has the authority to grant up to twenty (20) days of Leave Without Pay. Additional Leave Without Pay may be granted by the Chief of Police with the approval of the Personnel Officer and/or Chief Administrative Officer (CAO).

Timekeepers will not utilize WOP for payroll purposes without first notifying both their District/Division/Section Commander and the department's Personnel Manager. Leave Without Pay cannot be used until all required signatures are obtained on the Leave Without Pay Approval Form.

Direction will be given by Police Personnel for the use of WOP associated with disciplinary action.

V. ADMINISTRATIVE LEAVE

Administrative Leave can only be granted by the Chief Administrative Officer (CAO) for Anne Arundel County. When Administrative Leave is granted, direction will be given from the Chief of Police via the Personnel Section. Neither supervisors nor timekeepers have the authority to utilize Administrative Leave until confirmation is received from Police Personnel.

VI. UNAUTHORIZED ABSENCE

An employee who is absent from duty without approval will receive no pay for the duration of the absence, and is subject to disciplinary action which may include dismissal.

VII. MAINTENANCE OF LEAVE RECORDS

The appointing authority is responsible for the maintenance of accurate leave records. Such records will be kept by the timekeepers assigned to respective divisions, sections and units and are subject to periodic inspections to ensure adherence to all applicable procedures and regulations. The Police Personnel Section exercises staff supervision over timekeepers and the maintenance of leave records.

VIII. PROPONENT UNIT: Police Personnel Section.

IX. CANCELLATION: This directive cancels Index Code 701, dated 07-01-07, and Written Directive Memorandum 05-009.