

November 30, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE****Index as:**

Funeral leave

HIPPA

Leave

Light Duty

Military leave

Seniority, Leave

Sick leave

Vacation

LEAVES OF ABSENCE**207.00 PURPOSE**

The purpose of this General Order is to establish the policy for Department employees to take earned leave. This order further defines the general leave policy established in Section 6 of the Ferguson City Personnel Policy Manual which covers all types of leave to include sick leave, military leave, funeral leave, and extended leave. Personnel should reference section 6 for policy not covered by this general order.

207.01 SICK LEAVE

In addition to the guidelines of City Personnel Manual, Section 6, Article III, the following stipulations pertain to commissioned officers and dispatchers. In some instances, these procedures may supercede the provisions of Section 6.

- A. Employees are to notify the on duty supervisor at least one hour prior to their scheduled starting time.
- B. In accordance with the HIPPA act, employees will only be required to advise the supervisor that they are sick. They will not be required to report the nature of the illness.
- C. Employees are required to notify the on duty supervisor each day that they miss work because of illness. This notification should be as soon as possible, but no later than one hour prior to their starting time. If an employee doesn't call in sick on a particular day, it is understood that the employee will report for duty as scheduled.
- D. Employees on extended sick leave are not required to "call in" each day if they have given advance notice of the disability and the expected date of return.
- E. Employees who intend to take accrued paid leave for family medical leave must complete the FMLA request form available from the Human Resources Director, and make the request 30 days in advance for scheduled qualifying purposes or as soon as

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possible in the event of unforeseen events. The full policy for FMLA leave can be found in Section 6, Article V of the City Personnel Manual.

F. Employees should familiarize themselves with the prohibition against recreational activities or secondary employment while utilizing sick leave of any type as stated in Section 6, Article III.

207.02 VACATION SELECTION POLICY

Selection of vacations by civilian and commissioned personnel will be on the basis of rank or pay grade position and seniority. In the case of identical seniority selection will be determined by lot. Selections will be by assignment.

A. COMMAND STAFF

Only one captain will be on vacation during any time period.

B. PLATOONS

Only one commander/supervisor per platoon will be on vacation at the same time. The number of patrol officers allowed to be on vacation at the same time will be determined on the basis of staffing needs.

C. DETECTIVE BUREAU

The commander and supervisor will not take vacation during the same time period. Only one detective will be allowed to take vacation during any time period.

D. COMMUNICATIONS

Only one full-time dispatcher will be allowed to take vacation during any time period.

E. CORRECTIONS

Only one full-time corrections officer will be allowed to take vacation during any time period.

F. CLERICAL STAFF

Only one clerical position per assignment will be allowed to take vacation during any time period.

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207.03 EXCEPTIONS

If an employee selects to take their vacation days in less than one-week periods, they must wait for all employees in their classification to have picked their vacations. This provision is to prevent one employee from picking a day during each week of the summer and therefore not allowing other employees to have a full continuous vacation.

207.04 DOCUMENTATION

Each supervisor will submit a completed vacation schedule to the Chief's office no later than January 1 of each calendar year for the upcoming year.

207.05 RESTRICTED WORK (Light Duty)

Light duty guidelines are defined in City Personnel Manual section 2. Sworn personnel on light duty will not wear the department uniform nor will they be allowed to work secondary employment until they are returned to full duty.

By order of:

A handwritten signature in black ink, appearing to read "Colonel Thomas Jackson". The signature is fluid and cursive, with "Colonel" in a smaller, enclosed circle at the top left.

COLONEL THOMAS JACKSON
Chief of Police

Distribution

All Department Personnel