

Approved Date: April 27, 2009

By: Wayne Ringer
Office of the City Attorney



**City of
Norfolk**

Prescribed Date: 5/8/09

Juzina H. Williams
City Manager/Director of Public Safety

Departmental General Order ADM-370
Norfolk Police Department

Subject: Leave

Office of Preparation: Strategic Management Division

Supersedes:

1. G.O. 89-004, dated August 16, 1989
4. S.O. 86-017, dated April 9, 1986
5. Memo 80-047, dated June 20, 1980
6. Memo 83-125, dated November 18, 1983
7. Memo 85-119, dated November 14, 1985
8. Memo 89-99, dated June 5, 1989
9. Any previously issued directive conflicting with this order

Related Documents:

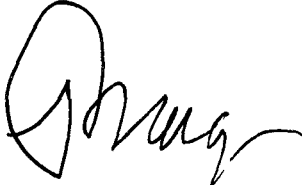
1. G.O. ADM-380: Outside Employment
2. G.O. PRE-80-005: Light Duty
3. Memo 88-217: City Employee's Policies and Procedures Manual
4. City Employee's Policies and Procedures Manual
5. Instructions for Preparation of Personnel Status Report

Order Contents:

- I. Policy - General
- II. Annual Leave
- III. Sick Leave
- IV. Maternity Leave
- V. Terminal Leave
- VI. Leave Without Pay
- VII. Leave Accrual/Conversion
- VIII. Leave Usage
- IX. Leave Withdrawal
- X. Leave List
- XI. Daily Assignment Sheet

Attachments:

1. Request for Leave of Absence, HR Form 16
2. Initial Report of Illness or Injury, Personnel Form 5
3. Personnel Status Report
4. Daily Assignment Sheet, PD Form 786


Bruce P. Marquis
Chief of Police

BPM/sm

Purpose

The purpose of this order is to explain City leave policies and Departmental leave procedures.

I. Policy - General

The Norfolk Police Department adheres to the leave policies set forth in the City Code, and as summarized in the Employee's Policies and Procedures Manual. Specific information concerning the holiday schedule, accumulation of leave, civil leave, funeral leave, leave without pay, military leave, and emergency leave, which are governed by specific City Code sections, is summarized on pages 9-13 of this Manual. In the event of any conflict between the City Code and the Manual, the City Code provision will control. All commands will apply City policies consistently. If and when an employee is permitted to leave work for personal reasons, the time away from work will not be counted as work time and must be charged against the employee's leave time. Letting employees off during time that is part of their work period and not charging it against the employee's leave time is not consistent with City policies.

II. Annual Leave

Though an employee is only entitled to annual leave when it is approved by the Chief of Police or his designee, an employee must notify his/her supervisor as far in advance as possible when he/she learns that it is going to be necessary to be absent, so that work schedules can be adjusted. Annual leave will not be considered approved by the commanding officer of a division until the commanding officer signs or initials the properly completed leave request form, HR 16, Attachment 1. Commanding officers will have the responsibility for establishing a consistent division policy for approval of leave by one or more supervisors of lesser authority designated by him/her.

III. Sick Leave

Sick leave is provided to employees so that they may not suffer undue hardship through loss of pay when not able to work due to illness, injury or other medical incapacity, or doctor's appointment for examination or treatment.

A. Employee Responsibility

When an employee requests sick leave, the employee will:

1. Call or notify a supervisor (or acting supervisor) of his/her command at least one (1) hour prior to the beginning of the work shift. In commands not staffed prior to the work shift, this notification is to be made as soon as possible at the beginning of the shift.
 - a. Obtain the name of the supervisor (or acting supervisor) notified.

- b. State the nature of request for sick leave. If not diagnosed, state the symptoms.
 - c. State whether examination or treatment by a doctor has been or will be obtained.
 - d. Estimate length of time expected to be out from work.
 - e. Keep the command advised of his/her whereabouts. (i.e., at home, going to doctor's office, to pharmacy, etc.)
2. Submit "Request for Leave of Absence", Human Resources Form 16 (Attachment 1) immediately upon return to work.
- a. Complete the front side of Form 16 and include a brief description (one or two words) of need for sick leave. The reverse side of Form 16 (Doctor's Certificate) must also be completed for all instances of sick leave in excess of three (3) consecutive days, and in instances of sick leave for three (3) or less consecutive days when required by the Chief of Police.
 - b. Doctors' certificates will not normally be required for sick leave of three (3) or less consecutive days. However, the Chief of Police is authorized, in his discretion, to require a doctor's certificate for three (3) or less days of sickness, substantiating or explaining an illness or disability.
 - c. Sick leave may be used by employees for doctor visits during working hours. Employees, however, must notify their immediate supervisor in advance of any scheduled appointments, and when an employee returns from a scheduled appointment, he/she must submit a Form 16 for the specific time absent from the job.

B. Supervisor Responsibility

Upon learning that a subordinate is reported as sick, the subordinate's immediate supervisor will take the following actions as soon as practicable:

- 1. Make a direct inquiry either via personal visit or telephone (according to the supervisor's judgment) to the individual employee who has reported sick and will determine:
 - a. The nature of the employee's reported illness;
 - b. Whether the employee needs any immediate assistance; and

- c. The estimated length of time the employee is expected to be absent from work.

Note: Late night call or visit is not necessary unless within fifteen (15) minutes of the employee's call.

- 2. Monitor and document subordinates' sick leave usage. If patterns of possible sick leave abuse are suspected, such as a pattern or sick leave use before or after a regularly scheduled absence, or the use of one or two days of sick leave each month on a regular basis, the supervisor will:
 - a. Inquire and counsel in reference to the employee's sick leave.
 - b. Consider requesting that a doctor's certificate be required from that employee each time he/she reports sick in the future.
- 3. Supervisors are encouraged to take a personal and genuine interest in their subordinates' welfare. When an employee reports in sick, the supervisor should inquire how he/she is feeling and if there is anything the supervisor can do to help.

C. Commanding Officer Responsibility

If an employee is hospitalized or has been out sick more than three (3) consecutive days, the individual's commanding officer will:

- 1. Confirm that a visit or a phone call is made by his/her immediate supervisor.
 - a. To inquire and determine the status of employee's condition;
 - b. To determine if any assistance is needed; and
 - c. To determine when the employee can be expected to return to work.
- 2. Notify the Police Chief's Office, via the chain of command, whenever an employee has been admitted to the hospital or has been home sick or injured more than three (3) consecutive days.
 - a. Commands will keep their respective superiors advised of the welfare of the sick or injured employee each day the employee is absent from work.
 - b. The Bureau Chiefs and those units which report directly to the Chief of Police will submit an Initial Report of Illness or Injury, Personnel Form 5 (Attachment 2) on the fifteenth (15) consecutive day of absence from work due to illness or injury of an employee. The form will be completed per the form instructions, except an additional copy

will be forwarded to the Police Chief's Office and when completed, will be filed in the employee's personnel jacket.

- c. Upon learning an employee is out sick due to hypertension or heart attack, commanding officers will immediately notify the Police Chief's office via the chain of command and will also indicate same on the command's daily assignment sheet. The Bureau Chiefs are responsible for notifying Risk Management.

IV. Maternity Leave

Recognizing that individual cases may require review, the intent of this section is to provide broad guidelines for decision making.

Any female employee may use sick leave for maternity purposes in the same manner and to the same extent as it may be used for any other physical disability. At such time as her pregnancy has any effect on her work performance, she will be required to obtain a statement from her personal physician certifying that she is able to continue working, the period of time she will be capable of continuing to work, and whether there are any limitations on duties which may be safely assigned to her. An employee may return to work as soon after delivery as her doctor authorizes.

When medical complications following delivery require an extended period of leave, maternity cases will be handled in the same manner as other medical disabilities requiring extended leave. If for reasons, other than disability, an employee wishes to extend her absence from duty after full medical recovery from delivery, she may request and be approved for optional leave, without pay provided that approval of such extended optional leave is subject to the staffing and operational needs of the Department at the particular time.

When an employee intends to return to her job following the birth of her child, she must notify the Department of her leave requirements prior to stopping work or delivery. Should premature labor and/or delivery occur prior to such submission, the employee must give notification of anticipated leave requirements as soon as possible. For the purpose of leave, pregnancy and maternity-related disabilities are to be categorized as sickness or disability. The job of a pregnant employee will be held for her to the same extent that jobs are held for any employee with a temporary physical disability, always subject, however, to the staffing and operational needs of the Department at the particular time.

V. Terminal Leave

Employees who have completed at least six months employment with the City will be paid for all unused accrued annual leave upon separation from service of the City. City Code Section 2-54.

Employee who resign or are terminated or dismissed will not be permitted to take annual leave prior to their termination date. However, employees who retire may be permitted to take annual leave immediately prior to the date of retirement.

- A. A Form 16 will be prepared for the amount of unused accrued annual leave due to the employee on the date of termination and attached to the Personnel Status Report (PSR) which effects the employees removal from the payroll. This procedure also applies to employees who have not completed six months employment in order to clear any recorded leave from the records.
- B. Complete Form 16 as usual using the date of termination for the "Starting" date. Also, enter "Terminal Leave" to the right on the form.
- C. If an employee is not available to sign Form 16, enter "not available" in the signature block.

VI. Leave Without Pay

- A. Form 16 will be prepared whenever an employee is on leave without pay and submitted in a timely manner.
- B. When an employee is suspended, enter "suspended" on Form 16 immediately following the Leave Without Pay block. Additionally, enter "not available" in the signature block.
- C. If an employee is on leave without pay for 30 days or more, a PSR must be prepared and forwarded to the Department of Human Resources by the Police Chief's office. Upon return, another PSR must be prepared indicating the date of return from leave without pay.
- D. Any employees exempt from the overtime provisions of the Fair Labor Standards Act who are authorized to be absent from duty after exhausting all applicable paid leave, will not be charged for periods of leave of less than a full work day.

VII. Leave Accrual/Conversion

- A. Leave is accrued in hours/minutes at the rate set forth in the City Code, as explained in the City Employee's Policies and Procedures Manual, and based on the employee's assigned work schedule.
- B. If an employee's workday hours are changed, the previously accrued leave will be

adjusted proportionately to that of the new work schedule. A Personnel Status Report (PSR) will be prepared for the below listed occurrences (see sample, Attachment 3) and forwarded to the office of the Chief of Police. The original and first copy (yellow) will be forwarded to the Human Resources Department. The second copy (pink) will be placed in the employee's personnel jacket in the Police Chief's office.

1. Transfers

A PSR will be prepared by the command preparing the Personnel Order.

2. Details

If the detail is anticipated to extend beyond 3 months, a PSR will be prepared by the command preparing the Personnel order. Otherwise, the employee will accrue leave and be granted leave at the same rate prior to the detail.

3. Changes within a command

A PSR will be prepared by the affected command.

4. Employment/Promotion

A PSR will be prepared by the office of the Chief of Police.

C. No sick or annual leave will be earned during periods of leave without pay. Therefore, leave will be adjusted proportionately based on the amount of leave without pay.

VIII. Leave Usage

A. Human Resources Form 16, "Request for Leave of Absence," will be prepared for personnel absent from duties by virtue of leave. The white copy will be forwarded to Human Resources via the Police Chief's office. The yellow copy will be given to the employee requesting leave.

B. When less than a full day is charged to leave, the hours of absence will be noted on the front of Form 16 using military time.

IX. Leave Withdrawal

To Withdraw a Form 16 after it has been sent to the Police Chief's office and processed to Human Resources, a written request directed to the Chief of Police will be required. At no time should an employee either call or go directly to Human Resources to request such a cancellation.

X. Leave List

A current leave utilization list will be provided to First Patrol (Crime Analysis), Second Patrol, Traffic, K9, Central Records, Youth (Vice and Narcotics), Animal Protection, Detective, Crime Prevention (Training), Property and Accounting, and Police Chief's Office (Administrative Divisions). Commands listed in parentheses will share the copy maintained by the command listed to their left.

XI. Daily Assignment Sheet

Daily Assignment Sheet PD 786 (Attachment 4) will be used by all commands to report the accurate assignment and duty status of all personnel. Reports will be prepared daily and routed to the Chief of Police upon completion.

- A. In the "report of" section enter the name of the command. In the "date" section enter the date for which the report is prepared. In the "commanding" section enter the name and rank of the assigned commanding officer.
- B. In the "name" and "assignment" columns:
 - 1. Enter the individual's job classification in the first column. See Attachment 4 for abbreviations to be used in completing this column.
 - 2. Enter the individual's last name, initials and control number in the second column.
 - 3. Enter the individual's shift or assignment in the assignment column. Detailed personnel will be reported as "Detailed to (Name of Command)" by the losing command and as "Detailed from (Name of Command)" by the gaining command.
- C. Periods of work beyond the standard workday will be recorded by entering the beginning and ending times under the "Remarks" section in the corresponding lines next to the unit or sector to which the employee is assigned.
- D. Personnel absent from duties by virtue of leave will be recorded by an entry of hours and/or minutes equivalent to the actual amount of time absent and the appropriate two letter abbreviation (see Attachment 1) indicating the type of leave, e.g. 7:30 AV, 0:50 SL, 0:20 CP, 8:00 HL.

- E. When personnel who have been previously carried as “sick” do not return to duty prior to their days off, they will be carried as “day off-sick” during the time they are on their days off.
- F. Personnel who are injured in the line of duty will be carried as “ILD” during their regular days off.
- G. Entries reflecting absences due to “SL” or “ILD” will be flagged in red and indicate the number of consecutive days an employee has been absent, e.g. SL - 1 or ILD - 2.
- H. “Remarks” column:
 - 1. Enter “Official Visits” and the name and time of any official that visits the command.
 - 2. Enter “Hospitalized Personnel” and the individual’s name and name of hospital of any hospitalized personnel.
- I. The “assigned” and “absent” columns, lower right hand side of form, will be completed. Commands which have to submit more than one sheet of the Daily Assignment Sheet will indicate totals only on the top page.
- J. The Daily Assignment Sheet will be signed in the lower right corner by the individual in charge of the command on the date the report is signed.



REQUEST FOR LEAVE OF ABSENCE

HR 16 7/87

JOHN	S.	SMITH	19	/	010	223	78	2234	09-15-88
FIRST NAME	MI	LAST NAME	DEPT.	BUREAU NO.		SOCIAL SECURITY NO.			DATE
LEAVE PERIOD:									NO. HOURS REQUESTED
09	14	88	09	14	88	1	45		
STARTING	MONTH	DAY	YEAR	AND ENDING	MONTH	DAY	YEAR	HRS.	MIN.

TYPE LEAVE REQUESTED:

SL SICKNESS
 AV _____ ANNUAL/VACATION
 WO _____ LEAVE WITHOUT PAY
 CP _____ COMPENSATORY LEAVE
 ML _____ MILITARY LEAVE

EM _____ EMERGENCY LEAVE 1515-1700 hrs.
 CV _____ CIVIL LEAVE
 HL _____ HOLIDAY LEAVE Stomach Flu
 FL _____ FUNERAL LEAVE

RELATIONSHIP OF DECEASED _____

SIGNATURE OF EMPLOYEE
John S. Smith

SIGNATURE DEPT./BUREAU HEAD

APPROVED
 DISAPPROVED

FRONT

INSTRUCTIONS: The Department, Bureau or Division Head must satisfy himself that the employee has sufficient leave due him before approving this request. This form must be prepared and forwarded promptly to Department of Human Resources, 100 City Hall Building.

* Military Leave (A copy of original orders must accompany this card before military leave will be granted.)

DOCTOR'S CERTIFICATE

(To be filled in by attending physician if requested by Departmental Director)

This is to certify that JOHN S. SMITH has been under my care from 09 14 88 to 09 14 88 and was unable to work during this period.

Nature of illness Stomach Flu

901 Redgate Avenue, Norfolk, Virginia
 (Address of Physician)

[Signature]

BACK

Initial Report of Illness or Injury	DATE SUBMITTED	<input type="checkbox"/> First Day Out: <input type="checkbox"/> Date Returned:
This form is to be submitted to the Department of Personnel by heads of Departments or Bureaus on the fifteenth day of an employees absence from the job because of illness or injury. (See bottom of form for instructions.)		
NAME/EMPLOYEE NUMBER	JOB TITLE	DEPARTMENT/BUREAU
<input type="checkbox"/> Terminated <input type="checkbox"/> Resigned <input type="checkbox"/> Died <input type="checkbox"/> Retired <input type="checkbox"/> Dismissed		
SIGNATURE/BUREAU HEAD	SIGNATURE/DEPARTMENT HEAD	

Instructions For Completing Pers. Form 5

INITIAL REPORT

Prepare Form 5 in Duplicate.
 Check box at top of form and enter the date the employee FIRST failed to report to work.
 Enter full name, employee number, job title and Department/Bureau to which assigned.
 Appropriate official signs form.
 Original of form is sent to Department of Personnel.
 Duplicate is retained by Bureau.

RETURN of EMPLOYEE: To report return or other action on an employee complete the duplicate of the form.
 Check "DATE RETURNED" at top of form and enter date returned to work. If employee was terminated, or resigned, died, retired, or dismissed enter the date and check appropriate box below.
 Send completed form to the Department of Personnel for disposition.

DISPOSITION of FORM 5: The original is retained by the Personnel Department in a suspense file until the duplicate is sent to the Department of Personnel. If the duplicate is not received after 45 consecutive days, the employee will be requested by the Personnel Department to obtain a "Physician Report of Disability" from his doctor. The Personnel Department provides the forms and return envelope for the doctor's convenience. See City Code-Section 2-16 (Paragraph 5).

1. NAME BARNES MICHAEL L. JR. Last (20 char.) First (12 char.) MI (1 char.) Suffix (3 char)	2. SOC. SEC. NO. 123-45-6789 (000-00-0000)	3. EFF. DATE 010386 (MM/DD/YY)	4. PAY FREQUENCY 1 WEEKLY 6 COURTS 2 SEMI 7 MUSEUM 3 MONTHLY 8 OTHER 4 BI-WEEKLY
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5. EMPLOYMENT TYPE <input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> PROMOTION <input type="checkbox"/> DEMOTION <input type="checkbox"/> TERMINATION	<input type="checkbox"/> STATUS CHANGE <input type="checkbox"/> TRANSFER <input type="checkbox"/> DEPARTED LWOP <input type="checkbox"/> RETURNED LWOP	<input type="checkbox"/> CHANGE DEDUCTIONS <input type="checkbox"/> CHANGE (PERSONAL) <input type="checkbox"/> CHANGE TAX CODES <input type="checkbox"/> CHANGE (EMERGENCY)	<input checked="" type="checkbox"/> OTHER: EXPLAIN Change leave accrual
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6. EMPLOYMENT STATUS 01 PERMANENT 02 TEMPORARY 03 SUBSTITUTE 04 APPOINTED	05 PERMANENT PART TIME 06 CASUAL PART TIME 07 TRAINEE 08 ELECTED	09 SPECIAL PROJECT 10 SPECIAL PROJECT (2 YEARS) 11 NON-CITY 12 CONSTITUTIONAL EMPLOYEES	6a. LEAVE ACCRUAL STATUS (HR/ MINS) 1 7:30 3. 8:24 2 8:00 4. 11.12
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7. DEPARTMENT 19 (00) Police	8. BUREAU 010 (000) Police Protection	9. DIVISION (00) 10-Police 20-CIV (type one) 30-SCG
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10. JOB CLASS TITLE (000)	11. RANGE/STEP (000) (X)	12. PAY RATE (00000.00)	13. CHECK NAME (23 char.)
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14. SPECIAL PAY CODES 1 ASSOCIATES (POLICE/FIRE) 2 INVESTIGATOR 3 HEAVY EQUIPMENT 4 ARSON INSPECTOR	5 DIVERS 6 SHIFT DIFFERENTIAL 7 OTHER	15. ACCT/DIST # (12 char.)	16. LONG. DATE (MM/DD/YY)	17. PERM. STATUS (MM/DD/YY)	18. RETURN LWOP (MM/DD/YY)
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DEDUCTIONS

19. TITLE	20. CODE	21. OCCUR	22. AMOUNT	23. GOAL AMOUNT	24. BEGIN DATE
HOSPITALIZATION	20				
NORTH AMERICAN	65				
CREDIT UNION	80				
FIRE CREDIT UNION	85				
		(00)	(000.00)	(00000.00)	(MM/DD/YY)

25. DEF. COMP. NUMBER (000000)	26. DEF. COMP. AMOUNT (00000.00)	27. DEF. COMP. LIMIT (00000.00)
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PERSONAL DATA

28. STREET ADDRESS NUM (6) NAME (20) TYPE (4) DIR (2) (4 char.)		29. APT. NO. (4 char.)	30. CITY (15 char.)	31. STATE (2 char.)
32. ZIP CODE (00000-0000)	33. HOME PHONE (000-000-0000)	34. SEX 1 MALE 2 FEMALE	35. RACE 1 WHITE 2 BLACK 3 HISPANIC 4 ASIAN/PACIFIC 5 AMERICAN INDIAN/ALASKAN 6	36. VETERAN 1 NO 2 YES
37. HANDICAP 1 NO 2 YES (enter type if "YES" 25 char.)	38. BIRTHDATE (MM/DD/YY)	39. PLACE OF BIRTH CITY (15 char.) STATE (2 char.)		

EMERGENCY DATA

40. CONTACT -- NAME / RELATIONSHIP (25 char.)	41. STREET ADDRESS (30 char.)		
42. CITY (15 char.)	43. STATE (2 char.)	44. ZIP CODE (00000-0000)	45. PHONE NUMBER (000-000-0000)

TERMINATION DATA

46. STATUS 1 ACTIVE 2 INACTIVE 3 SUSPENDED 4 MATERNITY LWOP 5 MILITARY LWOP 6 OTHER	47. DATE TERMINATED (MM/DD/YY)	48. TERMINATION REASON 01 RESIGNED 02 FIRED 03 ABANDONED 04 SEASONAL 05 TERMINATED 06 RETIRED 07 TEMPORARY 08 DECEASED 09 TRANSFERRED 10 LWOP 11 OTHER
49. DATE DEPARTED (MM/DD/YY)	50. NO. TERM LEAVE DAYS (00.00)	51. TRANSFERRED FROM: DEPT. (00) BUREAU(000) DIV. (00) JOB CLASS (000)

CERTIFICATION

52. DEPARTMENT / BUREAU HEAD DATE	53. DIRECTOR OF PERSONNEL DATE
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DEPARTMENT OF POLICE DAILY ASSIGNMENT SHEET

Report of _____

Date _____

Commanding _____

Platoon and Relief Assignments

Name	Assignment	REMARKS
COP	CHIEF OF POLICE	
DCOP	DEPUTY CHIEF OF POLICE	
MAJ	POLICE MAJOR	
CAPT	POLICE CAPTAIN	
LT	POLICE LIEUTENANT	
SGT	POLICE SERGEANT	
CPL	POLICE CORPORAL	
POII	POLICE OFFICER II	
POI	POLICE OFFICER I	
PR	POLICE RECRUIT	
AD ASST I	ADMINISTRATIVE ASSISTANT I	
DP ASST I	DATA PROCESSING ASSISTANT I	
F ASST I	FINANCIAL ASSISTANT I	
F ASST II	FINANCIAL ASSISTANT II	
F ASST III	FINANCIAL ASSISTANT III	
M AN I	MANAGEMENT ANALYST I	
M AN II	MANAGEMENT ANALYST II	
O ASST I	OFFICE ASSISTANT I	
O ASST II	OFFICE ASSISTANT II	
O ASST III	OFFICE ASSISTANT III	
PT TECH	PHOTO LAB TECHNICIAN	
CLK	POLICE IDENTIFICATION CLERK	
SEC I	SECRETARY I	
SEC II	SECRETARY II	
M TECH	MICROGRAPHICS TECHNICIAN	
S RPT II	STENOGRAPHIC REPORTER II	
STORK II	STOREKEEPER II	
MM	METER MONITOR	
SCG	SCHOOL CROSSING GUARD	
H OFF I	HUMANE OFFICER I	
H OFF II	HUMANE OFFICER II	
SUPT AN P	SUPT. ANIMAL PROTECTION	
CUST II	CUSTODIAN II	
M WORK II	MAINTENANCE WORKER II	

	TOTALS	ASSIGNED	ABSENT
	Major		
	Captain		
	Lieutenants		
	Sergeants		
	Corporals		
	Officers		

G.O. ADM-380 Leave Attachment 4

08/16/89

COMMANDING OFFICER