

**POLICY
217**

**EFFECTIVE
DATE
12-24-99**

**Eugene
Police Department**



Absence from Work

PART I - Responsibilities and Procedures for All Personnel

- A. Military Leave
- B. Vacations
- C. Sick Leave

PART II - Responsibilities and Procedures for Supervisors and Command Personnel

- A. Considering vacation requests

PART I - Responsibilities and Procedures for All Personnel

A. Military Leave

Refer to the military leave article of the appropriate contract for guidance in managing military leave requests from represented employees. Other information regarding military leave is contained in APPM Section 3-840, ORS Chapter 408, and 38 USC Chapter 43.

B. Vacations

1. For bargaining unit employees we will schedule vacations in accordance with the appropriate bargaining unit agreement.
2. You should plan your vacations well in advance, as courts set their dockets approximately four months in advance.
3. Once your vacation request is granted, you must notify Court Liaison of the time off. Submit a Schedule Change Form.
 - a. Court Liaison will notify the appropriate courts of your vacation.
 - b. You must work with the prosecuting attorney (or, for Municipal Court cases, submit a Request for Continuance) to resolve any conflicts with subpoenas issued before you submit the Schedule Change Form.

C. Sick Leave

1. In circumstances authorized by City policy (and the appropriate contract, for represented employees), you may use sick leave.
2. Notify your supervisor as soon as you determine that you will be unable to work, so that any needed staffing arrangements can be made. If you cannot reach your supervisor, contact another on-duty supervisor in your division. For patrol officers, if you cannot contact a patrol supervisor, call 682.5139 (Communications Supervisor's line.)

PART II - Responsibilities and Procedures for Supervisors and Command Personnel

A. Considering vacation requests

1. Supervisors are responsible for maintaining adequate personnel levels.
2. Make every reasonable attempt to grant vacation requests. However, you may have to deny requests to meet emergencies or anticipated conditions or situations which require employees to be available for duty.
3. In order to allow the maximum number of employees time off during the most desirable vacation months, we will not generally allow vacations that exceed 30 calendar days. Exceptions may be recommended by the work unit supervisor via the chain of command, and final approval by the division manager.

JAMES R. HILL
Chief of Police