

955 Attendance and Leave

955.3 GENERAL LEAVE GUIDELINES

When reviewing leave requests, supervisors will consider the needs of the Department and availability of other personnel before approving the requests.

- (a) Employees requesting to use any personal leave (e.g., vacation, exception, compensatory, personal holiday) shall submit the appropriate leave request form to their immediate supervisor for approval.
 1. Leave requests will not be approved when the leave will create the need for backfill unless exigent circumstances exist.
 2. Sworn employees may not use any personal leave (e.g., vacation, exception, compensatory, personal holiday) to work department overtime, that coincides with their normal shift schedule (i.e., day shift, evening shift, night shift), unless approved by the Chief of Police, or his designee or under one of the following situations.
 - (a) Personal leave may be taken to work events staffed by APD Special Events and the HEC Grants Coordinator if doing so will not create a need for backfill of their regular assignment.
 - (b) In order to ensure adequate patrol staffing, officers and detectives/corporals in non-patrol assignments may take vacation to fill a patrol vacancy if doing so does not create a need for their position to be backfilled.
 3. Sworn employees must submit an *APD Leave Request Form* (PD0069~~A or E~~) for: