



KANSAS CITY, MO POLICE DEPARTMENT
PERSONNEL POLICY

DATE OF ISSUE
 2-07-12

EFFECTIVE DATE
 2-07-12

NO.
 745-5

SUBJECT

Policy Series 700: Administration of Leave
 745 – Leave without Pay

AMENDS

REFERENCE

PPBM: Separation, Compensation, and Clearance Procedures; Absent without Leave; Military Leave; Sick Leave; Family and Medical Leave
 PI: Automated Timekeeping System Procedures

RESCINDS

PPBM: 745-4

I. INTRODUCTION

Leave without pay is an approved, unpaid absence from duty granted only when the member expects to return to duty at the end of the absence. Valid reasons for use of such leave may include religious holidays, non-department sponsored schools, entitlements of the Family and Medical Leave Act of 1993, etc. Applicable provisions for leave without pay are included in the written directives entitled, "Military Leave," "Sick Leave," and "Family and Medical Leave."

II. POLICY

A. Leave without pay may be taken in one-hour increments.

B. 1 Day - 7 Days

The member's division commander may grant a leave without pay up to and including seven consecutive calendar days.

C. 8 Days - 28 Days

The bureau commander may grant a leave without pay over seven and up to twenty-eight consecutive calendar days.

*D. 29 Days - One Year and Extended Leave Reserve Program

The Chief of Police may grant a leave without pay over twenty-eight consecutive calendar days and up to one year. The Chief of Police may also grant a leave without pay for those department members who transfer to the Extended Leave Reserve Program.

E. Over One Year

The Board of Police Commissioners may grant a leave without pay over one year.

F. A member will not earn sick leave while on leave without pay.

- *G. Vacation balance will be adjusted for accumulated unpaid time for a total of 120 hours or more during a calendar year for taking Absent Days, Leave without Pay, and Suspension Days.

This will not affect members who are on a Leave of Absence due to military leave.

H. Interruption of Service

A leave without pay of fourteen (14) or more consecutive calendar days will be considered an "interruption of service." During an interruption of service:

1. The number of calendar days of unpaid leave will be added to the anniversary date, adjusting it forward.
2. Time in grade for promotion will be calculated by subtracting the number of days on unpaid leave from the total number of days of service.
3. Vacation leave will not be earned.
4. Based on department needs, the member's duties and responsibilities may be assigned to another member.
5. Return to pay status shall be based on the availability of a budgeted position, which the member is qualified to perform.
 - a. If the member does not accept a position, which offers no reduction in base monthly salary, the member may be terminated.
 - b. The returning member will be reassigned according to current department needs and the member's education, training, and experience.

*I. Extended Leave Reserve Program

The Chief of Police may grant an extended leave of absence for all department members who wish to transfer from full-time to reserve status. During the extended reserve leave:

1. The number of calendar days of unpaid leave will be added to the anniversary date, adjusting it forward.
2. Time in grade for promotion will be calculated by subtracting the number of days on unpaid leave from the total number of days of service.
3. Vacation leave will not be earned.
4. All employee benefits will be forfeited.
5. Return to full-duty pay status will be based on:

- a. The availability of a budgeted position the member is qualified to perform.
 - b. Whether the member fulfilled all Reserve obligations by working the required minimum of four (4) shifts per month or 288 hours annually and maintaining P.O.S.T. certification (if applicable).
 - c. Passing the department physical examination (for those members that have been gone for more than one year).
6. If the member does not accept a position, which offers no reduction in base monthly salary, the member may be terminated.
 7. The returning member will be reassigned according to current department needs and the member's education, training, and experience.

III. PROCEDURE

- A. To request leave without pay for up to and including seven (7) consecutive calendar days, the member will complete an Application for Leave, Form 1 P.D., explaining the reason for the leave, and submit through the chain of command to the division commander.
- *B. To request leave without pay for over seven (7) days or an extended leave reserve, the member will complete a Form 1 P.D., and an Interdepartment Communication, Form 191 P.D., explaining the reason for the leave and submit through the chain of command.
 1. If the request is approved, the member will be notified and will:
 - a. Complete the separation clearance procedure in the Personnel Records Section prior to going on leave without pay status for over twenty-eight (28) days.
 - b. Contact the Employee Benefits Section to arrange for any payment needed to continue group insurance plan coverage before going on leave.
 - c. Notify the Employee Benefits Section two (2) weeks in advance of expected return to duty from any leave without pay over fourteen (14) calendar days.
 - *2. If the request is disapproved, the member will be notified and will return to work. If the member does not return to work, they will be subject to the provisions of the written directive entitled, "Absent without Leave."

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners on this ____ day of _____, 2012.

Patrick A. McInerney
Board President

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