


Policy & Procedures Manual	Ref: CMHA Policies and Procedures Manual Policy and Procedures Chapter 1.40	
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CHAPTER 1.08

LEAVE OF ABSENCE / ATTENDANCE CONTROL POLICY

PURPOSE

To ensure workforce availability and establish a process that controls unapproved absences and tardiness.

POLICY

CMHA requires members to have approval for a leave of absence. The CMHA PD may utilize the Attendance Control Point (ACP) system outlined in this written directive to discipline members that are absent from work without permission and who are habitually tardy.

PROCEDURE

- I. Leave of Absence
 - A. Members shall be granted days off and vacations in accordance with a schedule established by the Chief of Police.
 1. Days off and vacations shall be scheduled based on operational need.
 2. Members are not permitted to work a day off or a vacation day without prior approval from their Commander.
 - B. A leave of absence for compelling personal reasons is approved time off work with no loss of continuous service.
 1. Leaves may be paid or unpaid depending upon the type of leave and/or amount of leave time available.
 2. CMHA requires that all available paid leave be used in conjunction with any leave requested.
 3. Members on an unpaid leave of absence will not accrue leave benefits.
 - C. The following requests for leave shall be submitted in writing and requires approval by a supervisor:
 1. Annual Leave
 2. Compensatory Leave
 3. Personal Days

- D. A supervisor shall give consideration to the following factors prior to approving a request for leave:
1. Impact to officer safety;
 2. Maintaining sufficient staff to provide an efficient response to calls for service;
 3. Compliance with existing department procedures and collective bargaining agreements.
- E. Approved requests for annual leave, compensatory leave and personal days shall be forwarded to the Chief's Office through official channels for inclusion in the member's personnel file.
- F. The following requests for leave shall be submitted in writing and forwarded through official channels for review and approval:
1. Bereavement Leave
 2. Personal and Education Leave
 3. Military Leave
 4. Court Leave/Jury Duty
- G. The following requests for leave shall be submitted directly to the Department of Human Resources for review and approval:
1. Medical Leave of Absence
 2. FMLA Leave
- H. Members may use sick leave consistent with Policy and Procedures Chapter 1.40 and directives outlined in the CMHA Personnel Policies and Procedures Manual (AO-11).
- II. Absence Without Official Leave (AWOL)
- A. AWOL is defined as an absence from any part of a work day which has not been approved by a supervisor.
- B. Members shall not be absent from work without prior permission from their supervisor.
- C. Incidents of AWOL include but are not limited to:
1. Failure to report to work.
 2. Use of sick time under false pretenses.
 3. Use of sick time after having been denied a leave request.
 4. Use of sick time under any suspicious circumstances as determined by a supervisor.
 5. Abandonment of duty, post or assignment with the intention NOT to return.
 6. Failure to report for duty, post or assignment for the purposes of engaging in secondary employment.
 7. Failure to complete the assigned tour of duty, unless leave is approved by a supervisor.
 8. Failure to report for scheduled overtime.
- D. A member who is alleged to have incurred an incident of AWOL shall be the subject of an investigation and a mandatory pre-disciplinary conference before the Chief of Police.

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- E. Any time loss as a result of being AWOL shall not be compensated.
- F. The extending of duty hours or the use of any leave (vacation, compensatory, personal, etc.) to make up for AWOL is prohibited.
- G. Unreported or unauthorized absences for three or more working days shall be considered job abandonment and will result in immediate discharge in accordance with the CMHA Personnel Policies Procedures Manual.

III. Attendance Control Points (ACP)

- A. Members who fail to report to work at their designated start time may be subject to disciplinary action which may include, but is not limited to, being assessed attendance control points as follows:

- 1. Absent Without Official Leave (AWOL) 3 points
- 2. Tardy over four (4) hours, but less than the total shift 1 point
- 3. Unexcused Sick Leave 1 point
- 4. Tardy up to four (4) hours ½ point
- 5. Failure to punch in or out on time clock ½ point

- B. Discipline for accumulating ACP within a calendar year (January through December) will be as follows:

- 1. Three (3) points Written Warning
- 2. Five (5) points Written Reprimand
- 3. Nine (9) points Suspension
- 4. Thirteen (13) points Termination

- C. An employee may submit a valid medical certificate to their immediate supervisor to avoid being assessed ACP for the unexcused sick leave.

IV. Attendance Cards

- A. Watch Commanders and Unit OIC's shall maintain an attendance record for each member under their command.
- B. Watch Commanders and Unit OIC's shall regularly monitor and update the attendance record.
- C. Attendance records of members who resign, retire or are terminated shall be forwarded to the Chief's Office through official channels to be placed into the member's personnel file.

By order of,



Andrés González, Chief of Police