

Abington Township Police Department Policy and Procedure Manual

Chapter:	Human Resources	General Order:	22.2.1
Section:	Benefits	Original Date:	050104
Title:	Leave Program	Re-Issue Date:	020818
Issued By:	Patrick Molloy, Chief of Police	Reevaluation Date:	122021
Signature:	<i>Patrick Molloy</i>	Expiration Date:	Indefinite
Replaces:	All Previous General Orders Relative to Subject		
Distribution:	All Members	Total Pages:	4
CALEA Standard References:	22.2.1		
Pennsylvania Accreditation References:			

I. PURPOSE

The purpose of this general order is to provide members with guidelines on the departments leave program.

II. POLICY

N/A

III. DEFINITIONS

Administrative Leave - Administrative leave may cover such matters as jury duty, periods of bereavement, sabbatical and temporary leaves of absence, to include, but not necessarily limited to, family leave, military duty, and training.

IV. PROCEDURE

A. Administrative Leave

1. Sworn Members

- a. As specified in the current Labor Agreement between Abington Township and the Abington Township Police Lieutenants.
- b. As specified in the current Labor Agreement between Abington Township and the Abington Township Police Association (ATPA).

2. Non-Sworn Members

- a. See Abington Township Employees Manual.

B. Holiday leave

1. Sworn Members

- a. As specified in the current Labor Agreement between Abington Township and the Abington Township Police Lieutenants.
- b. As specified in the current Labor Agreement between Abington Township and the Abington Township Police Association (ATPA).

2. Non-Sworn Members

- a. See Abington Township Employees Manual

C. Sick Leave

1. All sworn and civilian members who are ill and unable to work must call in to the Records and Operations Center (ROC) and report that they will be absent from work due to sickness. The member will state the nature of the illness and the location of recuperation. This will be done as early as possible so that the roster may be amended to cover the absence. The call shall be placed no less than one (1) hour prior to the beginning of the members shift.

- a. If possible, the member will also make an entry into the Police Officer Scheduling Software (POSS) requesting sick time.
- b. When Records and Operations Center (ROC) personnel receive a sick call they shall document, in writing, the member=s name, nature of illness, and location of the sick member. The member=s supervisor will be notified and will ensure the appropriate entry is made into the Police Officer Scheduling Software (POSS).

2. General Conditions

- a. The duration of the sick call is for that period of time that the member is scheduled to work (tour of duty).
- b. Members who do not report for duty on their assigned shift due to illness or injury are required to stay at home during that period of time of the assigned shift (tour of duty) unless specific permission is given from the ranking supervisor on duty or the Division Commander. Members will be required to explain the reason for leaving the home. Exceptions will be generally granted only in the following circumstances:
 - (1) Travel to and from doctor;
 - (2) travel to and from druggist;
 - (3) or as part of the members recuperation (Doctors prescribed physical therapy).

- (4) Prior to leaving home, the member must notify the Records and Operations Center (ROC) of his/her destination and call again upon returning home. This information will be recorded by Records and Operations Center (ROC) personnel listing the members name, destination, and the fact that the member is off sick. The information will be held in the Records and Operations Center (ROC) until the return call. The information will then be placed in the member's supervisor's bin.

3. Written Verification

If a member is off sick in excess of three (3) working days, written verification of medical treatment by a physician may be required by a supervisor. The member shall bring the written verification to the supervisor within two scheduled work days of the supervisor's directive.

4. Home Visits

Sworn and civilian members, off duty due to illness, may be subject to visits and phone calls at reasonable hours by supervisory personnel. The supervisor making such calls shall prepare a report indicating the time and date of the visit, whether or not the member was at home, and pertinent remarks regarding the illness. The report will be submitted to the Division Commander through command channels.

- a. This procedure may be relaxed at the discretion of the Chief of Police or in his absence the member's Division Commander, based on the individual circumstances involved.
- b. In the case of prolonged illness, a weekly report must be made to the member's supervisor by telephone.
- c. The supervisor will record the progress report in writing and maintain it for future reference. In these cases, the member shall secure a written statement from a physician indicating the tentative date for return to duty.
- d. When a member has reported to work and becomes ill while working, a sick entry will be made in POSS. The member will then go to his/her home.

5. Supervisors Responsibilities

- a. Supervisors shall insure that all members understand and comply with this procedure.
- b. Supervisors shall maintain a record of sick leave for each of their members.

- c. Phone calls and visits will be made to sick member's homes as necessary during reasonable hours.

D. Vacation leave

1. Sworn Members

- a. As specified in the current Labor Agreement between Abington Township and the Abington Township Police Lieutenants.
- b. As specified in the current Labor Agreement between Abington Township and the Abington Township Police Association (ATPA).

2. Non-Sworn Members

- a. See Abington Township Employees Manual

E. Family Medical Leave

1. For all employees, as specified under the Family Medical Leave Act of 1993.

F. Short-term Military Leave

1. Sworn Members

- a. As specified in the current Labor Agreement between Abington Township and the Abington Township Police Lieutenants.
- b. As specified in the current Labor Agreement between Abington Township and the Abington Township Police Association (ATPA).

2. Non-Sworn Members

- a. See Abington Township Employees Manual.