

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>22.8 Procedure for Civilian Employees Requesting To Be Excused From Duty</b>			
<b>Effective Date:</b>	4/25/1980	<b>Revision Date:</b>	5/14/2014	
<b>Action:</b>	O-311	<b>Number of pages:</b>	1	

## I. PURPOSE

The purpose of this policy is to establish a uniform procedure for civilian employees of the Kenosha Police Department to request leave.

## II. PROCEDURE

1. A Civilian Employee wishing to request leave will submit a "Report of Absence" form (blue sheet) to the Civilian Supervisor three (3) days prior to the starting date of the leave requested. Community Service Officers will submit their leave request electronically in addition to the blue sheet. If the current staffing level allows for the department to function without the employee, the supervisor will verify that the employee has the necessary accumulated leave.
2. If the employee has enough accumulated leave, the supervisor will approve the leave and make the necessary adjustments to the schedules, then forward the Report of Absence form to the Deputy Chief.
3. The Civilian Supervisor or in his/her absence the involved Shift Commander or designee has the authority to waive the 3-day requirement for request of leave.
4. Each month, the Clerical Supervisor will provide a list of all civilian personnel of the Kenosha Police Department indicating vacation, compensatory time and sick leave due them, to the following persons:
  - A. Deputy Chief
  - B. Civilian Employees (modified list showing only their individual totals).
5. In the event of illness, the blue sheet may be completed upon the employee's return to work. The Civilian Supervisor will ensure that a blue slip is submitted following any sick leave.
6. The "Request for Absence" form (blue slip) will be turned in to the Office of the Chief of Police with the weekly "Salaried Employee attendance Summary."