

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>22.2 Rules and Regulations Covering Sickness in the Family, Holiday Leave, Compensatory Time, Funeral Leave, Leaves of Absence, Educational Leave and Military Leave</b>			
<b>Effective Date:</b>	12/1/1980	<b>Revision Date:</b>	10/18/2011	
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**I. Policy**

The Kenosha Police Department will grant leaves and process leave requests with due regard for the efficient operation of the department, the best interest of the personnel, and in conformance with the procedures set forth in the employee contract where applicable.

**II. Procedure**

The following procedures will be adhered to when reporting sickness in the family, inability to report for duty and when requesting holiday leave and compensatory time off.

**A. Sickness in the Family**

1. Officers will notify the Commanding Officer or designee no later than one hour before their shift starting time if they cannot report for duty due to sickness in their family. Members of the family are determined in accordance with the current K.P.P.A. contract. The notification to the Division Supervisor should be made as early as possible. An Employee Sick Report will be electronically created.
2. If it is known by the officer that the absence from duty due to sickness in the family will exceed on tour of duty, they will report the estimated leave time to the Shift Commander or designee.

**B. Holiday Leave – Compensatory Time Granted**

1. Holiday leave and accumulated compensatory time will be granted at the discretion of the Commanding Officer or designee.
2. The Commanding Officer or designee, at their discretion, may grant a request for holiday leave or compensatory time off any time prior to an officer's starting time if circumstances warrant it.
3. No holiday leave or compensatory time off will be granted if the minimum staffing requirements are not met.

**C. Funeral Leave**

1. In the event of a death in the family, as defined by the K.P.P.A. contract, all Officers will report their intention to be absent from duty to the

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commanding Officer or designee on duty at the earliest possible time.  
The commanding Officer or designee will notify the Chief of Police.

**D. Leave of Absence – Education Leave – Military Leave – Health Leave**

1. These leaves will be granted at the discretion of the Chief of Police in accordance with the procedures set forth in the K.P.P.A. contract.

**E. Leave Application Requests**

1. Leave application requests must be electronically completed according to intranet procedure and approved or denied by the Commanding Officer or designee prior to taking any leave. In emergencies with the Commanding Officer or designee's approval the leave application request shall be completed immediately upon the officer's return to duty.