



# KENOSHA POLICE DEPARTMENT

## POLICY AND PROCEDURE

### 22.3 Rules and Regulations Covering Requests for Days Off

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#### I. PURPOSE

The purpose of this policy is to provide guidelines for Kenosha Police Department personnel when requesting single day vacations, holiday leave and compensatory time.

#### II. PROCEDURE

1. Employees of the Kenosha Police Department (including civilians)( also see policy #22.8) who wish to be excused from a tour of duty must secure the permission of a Shift Supervisor in advance.
2. The Shift Commander or designee shall take into account the operating needs and minimum staffing requirements in their respective areas of responsibility when deciding whether or not to grant the requested excusal.
3. Authorization to take single day vacations, holiday leave, and compensatory time leave will not be considered valid until approved by a Shift Commander or designee.
4. Requests for single day vacations, holiday leave, and compensatory time leave will be granted in the order they are received. The exception being the period from January 1 through January 7 during which time all requests are considered to be submitted simultaneously. In this situation leave will be granted by seniority.
5. Annual vacation hours and holiday hours supersede accumulated compensatory hours. However, annual vacation hours and holiday hours do not supersede each other.