



# KENOSHA POLICE DEPARTMENT

## POLICY AND PROCEDURE

### 82.1 Leave Application Cards

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#### I. PURPOSE

The purpose of this policy is to provide guidelines for members of the department in the proper manner to complete a leave card when requesting leave.

#### II. POLICY

It is the policy of the Kenosha Police Department to authorize leave in accordance with the various contracts that have been agreed to by the City and the Labor Organizations representing the employees.

#### III. PROCEDURE

- A. Any leave from the Kenosha Police Department other than regular days off require a Leave Application Card.
- B. All cards, whether electronic or hard copy leave card, must be submitted to your supervisor for their approval 72 hours PRIOR to the requested leave. The only exception will be in situations that have been previously approved or in cases of illness. In those cases, the cards will be submitted upon your return to duty.
  - 1) All pertinent data will be entered into the fields on the card.
  - 2) If anyone continuous leave period extends from one month into the next month, two cards must be submitted, one for each month.
  - 3) The shift commander or their designee shall approve or disapprove the leave request.
  - 4) The Shift Commander or their designee shall then log the leave in the Roll Call Book.
  - 5) The Leave Card will be routed in a manner consistent with the Employee Attendance Record system.