

	<b>KENOSHA POLICE DEPARTMENT</b>			
	<b>POLICY AND PROCEDURE</b>			
	<b>82.1 Time Off Requests and Call Offs</b>			
<b>Effective Date:</b>	3/1/1981	<b>Revision Date:</b>	5/30/2022	
<b>Action:</b>	PlanIt Police Language		<b>Number of pages:</b>	1

**I. PURPOSE**

The purpose of this policy is to provide guidelines for members of the department in the proper manner to request time off.

**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 time off request from the Kenosha Police Department other than regular days off require a Time Off Request Form through PlanIT Police.
- B. All time off submissions must be submitted to your supervisor for their approval. Approved time off submissions shall not be canceled, unless in cases of emergency within 72 hours of the requested leave. All time off submissions will be subject to approval based on minimum staffing levels in each division and shift.
- C. In cases of illness, phone contact shall be made to on-duty supervision.
  - 1) All pertinent data will be entered into the fields of the time off or call off submissions in PlanIt Police.
  - 2) The shift commander or their designee, shall approve or decline the leave request.