

EXECUTIVE ORDER



Subject:	Scheduling and Leave
Number	EO-22-012
Effective Date	November 27, 2022
Related to:	GO-PER-206.01 (Time and Attendance)

DISTRICT OF COLUMBIA

I. PURPOSE

The purpose of this executive order is to amend the Metropolitan Police Department's (MPD's) scheduling and leave policy for sworn employees.

II. PROCEDURES

A. Scheduling

1. Districts/divisions with 50 or more sworn employees assigned shall develop schedules that reflect operational demands and shall conduct a matrix process to be completed by April 1 and October 1 every year.
2. District/divisions that experience a greater than 10 percent change in assigned staffing from the time the matrix was published may trigger a matrix to be conducted and implemented in the interim between the regularly scheduled matrix period. Such interim matrix shall be bargained in advance with the DC Police Union.
3. The matrix process shall be conducted in accordance with the seniority article of the labor agreement. These schedules shall go into effect within two pay periods of the completion of the matrix.
4. Each member's schedule shall be considered their "fixed shift."
5. Members in commands working four-day/10-hour shifts as their regular shifts shall remain assigned to such shifts during workweeks that include observed holidays or training.

B. Leave

1. Districts/divisions with 50 or more sworn employees assigned shall be subject to a ceiling of 15 percent of the sworn employees of any district/division on annual or compensatory leave per day.
2. Committed leave for districts/divisions with 50 or more sworn employees shall not exceed five percent of the sworn employees of per day. The five

percent committed leave cap shall be included as part of, and not be in addition to, the 15 percent annual and compensatory leave cap for each district/division.

3. Committed leave for divisions/elements with less than 50 sworn employees shall be aggregated, reviewed, and approved at their bureau level.
4. Except as provided below, the department will not suspend optional sick leave or limit, restrict, preclude, or cancel leave. Requests for exceptions shall be submitted through the chain of command to the bureau head.
 - a. Optional sick leave shall be suspended, and leave shall be limited to a five percent leave ceiling, on the 4th of July.
 - b. Optional sick leave shall be suspended, and leave shall be limited to a five percent leave ceiling, on Inauguration Day.
 - c. The department may suspend optional sick leave or restrict the annual and compensatory leave ceiling to 10 percent of the sworn employees of any district/division per day for special events requiring the deployment of at least 20 of the department's civil disturbance platoons.
 - d. The department may suspend optional sick leave or limit, restrict, preclude, and cancel leave when it has formally suspended the scheduling article of the labor agreement.



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Chief of Police