

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject	Sworn Scheduling and Leave
Number	EO-26-005
Effective Date	April 24, 2026
Related to:	GO-PER-206.01 (Time and Attendance)
Rescinds:	EO-22-012 (Scheduling and Leave), Effective Date November 27, 2022

I. PURPOSE

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

II. PROCEDURES

A. Scheduling

1. Districts/divisions with 50 or more sworn employees assigned shall develop schedules that reflect operational demands and 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 an interim matrix to be conducted and implemented between the regularly scheduled matrix period. The 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 tour."
5. Members in commands working four-day/10-hour shifts as their fixed tour shall remain assigned to such shifts during workweeks that include observed holidays or training.
6. Members on non-contact status may be reassigned to daywork or evenings without being considered a change to the member's fixed tour.
7. Members on extended sick leave or limited duty may be reassigned to daywork or evenings without being considered a change to the member's fixed tour if:
 - a. The member is on extended sick leave or limited duty and the

reassignment to daywork or evenings prevents overtime due to the members' medical treatment; or

b. The member agrees to the reassignment.

8. Members on extended sick leave, limited duty, or non-contact status for whom the reassignment to daywork or evenings will be a hardship will not be reassigned upon presentation of reasonable evidence supporting the hardship.

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 and/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 and/or limit, restrict, preclude, and cancel leave when it has formally suspended the scheduling article of the labor agreement.

C. Alpha/Bravo

1. Only the chief of police is authorized to implement alpha/bravo scheduling. Such implementation shall be communicated in writing by teletype.

2. Alpha/bravo scheduling shall only be implemented in circumstances where the department has deployed at least 20 of its civil disturbance platoons and leave has been restricted.

3. If a member works on the member's regularly assigned day off in accordance with this section, that member shall be compensated with an additional amount of half-time penalty pay for all hours worked on the member's regularly assigned days off. This penalty pay is in addition to any overtime or penalty pay required under Article 24, Section 1 of the collective bargaining agreement (CBA).



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