

**GENERAL ORDER**

SERIES	NUMBER	EFFECTIVE DATE
206	2	May 7, 1978

SUBJECT:**Granting of Advanced Annual or Sick Leave
and Leave Without Pay****DISTRIBUTION****B****ORIGINATING UNIT****PDD**

The purpose of this order is to establish the policy and procedures relative to the granting of advanced annual or sick leave and leave without pay to all members of the department. This order consists of the following parts:

**PART I Responsibilities and Procedures for
Members of the Department**

- A. Requesting and Granting Advanced Annual Leave.
- B. Requesting and Granting Advanced Sick Leave.
- C. Requesting and Granting Leave Without Pay.

**PART II Responsibilities and Procedures for
Supervisory and Command Personnel**

- A. Administrative Services Officer.
- B. Bureau Chiefs.
- C. Commanding Officers.

PART I**A. Requesting and Granting Advanced Annual Leave.****1. Advanced annual leave may be granted:**

- a. When the requested advanced annual leave does not exceed the amount the member will accrue during the current leave year. (Civil Service regulations contain no authority for granting annual leave in excess of the amount the member will accrue during the current leave year.)
- b. When the member has not filed for retirement or submitted a resignation which would be effective prior to repayment of the leave.
- c. When the member is expected to return to work at the completion of the period covered by the advanced leave.
- d. When the anticipated need for manpower can be met and the number of personnel on leave does not exceed 15% of the total element command. (NOTE: The 15% ceiling shall apply only to sworn members of the department).

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(Revised 12/30/83)

2. The following procedures shall be utilized in requesting advanced annual leave:

- a. Sworn members shall submit a request for advanced annual leave to their commanding officer, through their immediate supervisor, on a PD Form 654 (Request for Advanced Leave or Leave Without Pay) in an original and three copies.
- b. Civilian members shall submit a request for advanced annual leave to their district or division commander, through their immediate supervisor, on a DCSF-1199 (Request for Advanced Leave or Leave Without Pay).
- c. The member's (sworn and civilian) commanding officer shall either approve or disapprove the request based on the criteria for advancing annual leave.
- d. If the commanding officer disapproves the request, the member may request, in writing, that the matter be forwarded through channels to the Bureau Chief for final determination.

B. Requesting and Granting Advanced Sick Leave.

1. Advanced sick leave may be granted:

- a. When all accumulated sick leave has been exhausted and the total amount of requested advanced sick leave does not exceed 240 hours. (Accrued annual leave may be retained).
- b. When the member has a serious disability and/or illness which is not duty-related.
- c. When the member is expected to return to duty at the completion of the period covered by the advanced sick leave.

2. The following procedures shall be utilized in requesting advanced sick leave:

- a. Sworn members shall submit a request for advanced sick leave through channels to the Administrative Services Officer on PD Form 654 in an original and three copies.
- b. Civilian members shall submit a request for advanced sick leave through channels to the Administrative Services Officer on a DCSF-1199.

- c. The request must be supported by a physician's statement and shall contain the following information:
 - (1) The nature of the member's disability or illness.
 - (2) Whether the member is physically incapacitated for regular duty.
 - (3) The approximate period of time the member is expected to be absent.
- d. The member's past sick leave record will be considered prior to the granting of advanced sick leave.
- e. The member's commanding officer shall review the request and make a recommendation for approval or disapproval based on the criteria for advancing sick leave.

C. Requesting and Granting Leave Without Pay.

- 1. Leave without pay may be granted:
 - a. When all accumulated leave (annual and/or sick), has been exhausted.
 - b. In instances of illness, injury, emergency, education, maternity, etc.
- 2. Members are expected to accumulate enough annual and/or sick leave to utilize when brief periods of absence are necessary.
- 3. Requests for leave without pay will be decided based upon the individual merits of each case.
- 4. The following procedures shall be utilized when requesting leave without pay.
 - a. Sworn members who request leave without pay shall complete a PD Form 654 (Request for Advanced Leave or Leave Without Pay) in an original and three copies and submit it through channels to the Administrative Services Officer.
 - b. Civilian members who request leave without pay shall complete a DCSF-1199 and submit it through channels to the Administrative Services Officer.

- c. In each instance where a sworn member is granted leave without pay in excess of 30 days, he/she shall be served a completed PD Form 77 (Revocation of Police Powers and Notice of Duty and Pay Status) by his/her immediate supervisor and advised that all items of uniform and equipment shall be turned in to the Property Division.
- d. Members (sworn and civilian) shall include a detailed explanation to justify the request.
- e. The member's (sworn and civilian) commanding officer shall review the request and make a recommendation for approval or disapproval.

PART II

A. Administrative Services Officer.

The Administrative Services Officer shall:

- 1. Take final administrative action on all requests for advanced sick leave and leave without pay.
- 2. Distribute PD Form 654 in the following manner after a final disposition has been rendered.
 - a. The original shall be returned to the requesting member's organizational element, where it will be attached to the applicable DC Form 251 (Time and Attendance Report).
 - b. One copy shall be sent to the requesting member.
 - c. One copy shall be sent to the MPD Personnel Liaison Officer for inclusion in the requesting member's personnel folder.
 - d. One copy shall be retained in the Office of the Administrative Services Officer.
- 3. Distribute DSCF-1199 in accordance with the instructions noted on the form.

B. Bureau Chiefs.

Bureau Chiefs shall:

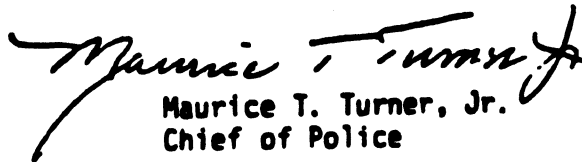
- 1. Take final administrative action on those requests for advanced annual leave that are forwarded to them for disposition.

2. Distribute PD Form 654 in the same manner as set forth in part IIA2, except that the Field Operations, Technical Services, and Inspectional Services Officers shall retain the copy listed in part IIA2d for their office records.

3. Distribute DCSF-1199 in accordance with the instructions noted on the form.

C. Commanding Officers.

In each instance of disapproval or recommended disapproval by a commanding officer of a request for advanced annual leave, sick leave, or leave without pay, the commanding officer shall note his/her reason(s) for such action on PD Form 654 or DCSF-1199 and forward the request to the appropriate office for final disposition.


Maurice T. Turner, Jr.
Chief of Police

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