

GENERAL ORDER



DISTRICT OF COLUMBIA

Subject Granting Advanced Annual or Sick Leave and Leave without Pay		
Topic	Series	Number
PER	206	02
Effective Date August 5, 2019		
Rescinds: GO-PER-206.02 (Granting of Advance Annual or Sick Leave and Leave Without Pay), Effective Date May 7, 1978 SO-83-36 (D.C. Standard Form 1199 (Request for Advanced Leave or Leave Without Pay), Effective Date April 27, 1983 SO-90-17 (LWOP Notifications), Effective Date November 29, 1990		
Related to: GO-PER-100.12 (Optional Sick Leave Program) GO-PER-206.01 (Time and Attendance)		

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I. BACKGROUND

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 (LWOP) to all members of the Metropolitan Police Department (MPD).

II. POLICY

It is the policy of the MPD to grant advanced annual or sick leave and LWOP in cases where all accumulated leave including sick, annual, restored, and compensatory leave has been exhausted, and the requesting member meets the criteria outlined in this order.

III. PROCEDURES

A. Advanced Annual Leave

1. The following procedures shall be used when requesting advanced annual leave:
 - a. Sworn members shall submit a request for advanced annual leave to their commanding officer, through the chain of command, on a PD Form 654 (Request for Advanced Leave or Leave without Pay).

- b. Civilian members shall submit a request for advanced annual leave to their district or division commander, through the chain of command, on a DCSF-1199 (Request for Advanced Leave or Leave without Pay).
- c. The member's commanding officer shall review the request and make a recommendation for approval or disapproval based on the member's overall leave record.
- d. The commanding officer shall forward the recommendation to the Director of Human Resource Management Division (HRMD) for final consideration and approval. Only the Director of HRMD is authorized to approve advanced annual leave.

NOTE: The member's annual leave record will be considered prior to granting advanced annual leave.

2. Advanced annual leave may be granted when:
 - a. The requested amount does not exceed the amount the member will accrue during the current leave year, January 1st – December 31st.
 - b. The member has not filed for retirement or submitted a resignation that would be effective prior to repayment of the leave.
 - c. The member is expected to return to work at the completion of the period covered by the advanced leave.
 - d. Anticipated staffing needs can be met, and in the case of sworn members, leave does not exceed 15 percent of the total element command.

B. Advanced Sick Leave

1. The following procedures shall be used when requesting advanced sick leave:
 - a. Sworn members shall submit a request for advanced sick leave to their commanding officer, through the chain of command, on a PD Form 654 (Request for Advanced Leave or Leave without Pay).
 - b. Civilian members shall submit a request for advanced sick leave to their district or division commander, through the chain of command, on a DCSF-1199 (Request for Advanced Leave or Leave without Pay).
 - c. Requests must be supported by an application under the Family Medical Leave Act (FMLA).

NOTE: Members may submit medical certification directly to the HRMD without going through the chain of command.

- d. The member's commanding officer shall review the request and make a recommendation for approval or disapproval based on the member's overall leave record.
- e. The commanding officer shall forward the recommendation to the Director of HRMD for final consideration and approval. Only the Director of HRMD is authorized to approve advanced sick leave.

2. Advanced sick leave may be granted when:

- a. The member has exhausted all accumulated sick leave, and the total amount of requested advanced sick leave does not exceed 240 hours.

NOTE: Members serving in a term or temporary appointment with a not-to-exceed date will only receive advanced sick leave up to the total sick leave they would earn during the remainder of the time-limited appointment.

- b. The member has a serious health condition that is not duty related.
- c. The member is expected to return to duty at the completion of the period covered by the advanced sick leave.

C. Leave Without Pay (LWOP)

1. The following procedures shall be used when requesting LWOP:

- a. Sworn members shall submit a request for LWOP to their commanding officer, through the chain of command, on a PD Form 654 (Request for Advanced Leave or Leave without Pay).
- b. Civilian members shall submit a request for LWOP to their district or division commander, through the chain of command, on a DCSF-1199 (Request for Advanced Leave or Leave without Pay).
- c. The member's commanding officer shall review the request and make a recommendation for approval or disapproval based on the member's overall leave record.
- d. The commanding officer shall forward the recommendation to the Director of HRMD for final consideration and approval. Only the Director of HRMD is authorized to approve LWOP.
- e. LWOP shall be charged only for those hours during which an employee would otherwise work or for which he or she would be

paid, but not charged for hours which an employee would receive overtime pay.

2. LWOP may be granted when:
 - a. In instances of illness, injury, emergency situations, education, maternity needs, or similar circumstances.
 - b. Based upon the individual merits of each case.
 - c. LWOP shall not be granted as a matter of right, except as provided by the FMLA and for the following:
 - (1) A disabled veteran who is entitled to LWOP, if necessary for medical treatment; and
 - (2) A reservist and member of the National Guard who is entitled to LWOP if necessary to perform military duties.



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Chief of Police

PN:KDO:MOC:KDB