

Metropolitan Police Department ★ Washington, D.C.



SPECIAL ORDER



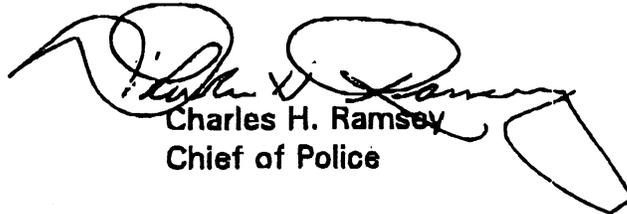
Subject: Authorization to Forfeit Annual Leave and/or Compensatory Time in Lieu of Suspension Without Pay (For Suspensions of 5 Days or Less)	Series	Number	Distribution
	98	36	A
	Effective Date November 9, 1998		
	Expiration Date *		

Effective immediately, the following procedures are hereby authorized as they relate to suspensions from duty for periods of five (5) days or less:

- Members shall have the option to request to forfeit Annual Leave or Compensatory Time in lieu of suspension without pay.
- Members opting to forfeit annual leave or compensatory time in lieu of suspension shall agree to waive all appeal rights in the matter.
- Suspension days do not have to be served consecutively (i.e., suspension days may be spread across two pay periods). The department maintains the authority to require that suspensions be completed within a specified time period.

Element commanders shall have the authority to deny leave forfeiture and non-consecutive day requests. There is no right to appeal the denial. However, the element commander shall notify the requesting member, in writing, of the substantive reasons for denying the request, and state why it would not be in the best interests of the department to grant such request.

*This special order shall remain in effect until it is incorporated into the appropriate General Order.


Charles H. Ramsey
Chief of Police

CHR:SMP:smp