



Fitchburg State University Police Department

Subject: EMPLOYMENT LEAVE AND TIME OFF	
Reference: IACLEA: 3.2.2	
Effective Date: September 23, 2020	Review Date: February 3, 2022
By Order of: Michael J. Cloutier, Chief of Police	

General Order

3.2.2

PURPOSE:

This general order is to describe the process for submission and approval of leave time, to include agency procedures for resolving conflicting leave requests.

POLICY:

The Fitchburg State University Police Department recognizes the need for proper work-life balance and seeks fair accommodation of employees' requests for earned time off.

PROCEDURES:

- A. The Fitchburg State University Police Department accrued time off and leave can be found in the collective bargaining agreements for both the American Federation of State and County and Municipal Employees (AFSCME) and the Association of Professional Administrators (APA). Time off and leave for the respective bargaining units can be found in the most up-to-date versions of the Collective Bargaining Agreements (CBA's).

B. Awarding Time Off

An employee's time off request will be based on several factors such as; officer safety, shift staffing levels, departmental necessities, and contractual obligations.

1. Personal Time

- a. Employees shall request paid personal leave as far in advance as practicable and shall be approved or denied by the Chief or Designee, consistent with the operational needs of the institution.
- b. If a supervisor is not on shift, the On-Call Administrator may be contacted to

evaluate personal time off requests appropriately.

2. Vacation Time

- a. Vacation time may be requested at any time. A supervisor will evaluate the request and either approve or deny the request.
- b. Requests for vacation time shall be submitted through the online scheduling software.
- c. A supervisor will evaluate the time off requests, as appropriate.
- d. Vacation Requests Timeline
 - i. **Advanced notice (more than 45 days)** Any requests for time off submitted with more than 45 days' notice will be responded to 30 days in advance for the first day requested. This in accordance with AFSCME collective bargaining agreement, Article 13, Section 7, Paragraph 2, which states: *An employee wishing to exercise his/her seniority for vacation preference must apply in writing not more than sixty (60) calendar days nor less than forty-five (45) calendar days in advance of the first day requested (An employee wishing to file such request earlier than sixty (60) days prior to the first day requested, may do so but preference will be determined as of the 45th day in advance of the first day requested.) The CEO shall respond to this request in writing, indicating whether it can reasonably schedule such vacation, at least thirty (30) calendar days in advance of the first day requested.*
 - ii. **No advanced notice (less than 45 days)** Any requests for time off submitted with less than 45 days' notice will be responded to, when possible, within 7 days of the date of receipt of such request. This in accordance with AFSCME collective bargaining agreement, Article 13, Section 7, Paragraph 3 which states: *When vacation requests are submitted less than forty-five (45) calendar days in advance such requests shall be processed in the order in which they are received without regard to seniority. Responses shall be given to unit members in writing within seven (7) calendar days of the date of receipt of such request.*
 - iii. Vacation time will not generally be approved during, move-in, commencement, scheduled in-service, and peak times

3. Compensatory Time

- a. Compensatory time may be requested at any time. A supervisor will evaluate the request and either approve or deny the request.
- b. Compensatory time off will **not be approved**, as a general rule, if filing the requested time results in overtime being awarded by the department.

4. Last Minute Time Off Requests

- a. Any time off requests with less than three calendar days prior notice, shall be verbally communicated to a supervisor either by phone or in person. This is in addition to being formally submitted through the online scheduling software.

Note: For last-minute time-off requests, on-call supervisors should be called when no other supervisor is on duty.

- b. Time off request approval is based on the following considerations:

- i. Timeliness of the request

- a) Time off requests with little or no notice does not allow a supervisor ample time to receive and evaluate the request.
- b) If overtime is needed to cover the requested time off, that ample time must be given to post, review, and award the shift.

- ii. Officer safety and operational necessity

- a) Time off requests may be denied if it is determined that a reduction in staffing may compromise officer safety, campus security, or operational necessity.
- b) If overtime is needed to cover the requested time off, it is imperative that ample time be given to post, review, and award the shift.

- iii. Forecasting

- a) The department will post in advance days where all department members are required to work, which will provide notice of time that leave may be denied.
- b) With consideration of the academic calendar, department members are encouraged to plan vacations and extended time off to coincide with periods of lower campus activity.

5. Sick Time

- a. Sick time may be requested if:

- i. You cannot perform your duties because you are incapacitated by personal illness, injury, or medical condition including; pregnancy or childbirth.

- ii. If your spouse, child, or parent or a relative permanently residing in the **immediate household** is ill.

- iii. When exposed to a contagious disease, your presence at work would

jeopardize the health of others.

iv. To attend health care appointments, five-day notice is required.

- b. Sick time is a great benefit to utilize in the situations outlined above and should not be abused. If it is reasonably believed that you are abusing the use of sick time, proper medical documentation may be requested. Failure to provide proper medical documentation, after such a request, may result in loss of pay for the time period in question and progressive discipline.
- c. The CEO may require that an employee be examined by a physician of the employee's choosing and at the employee's expense, following absence because of illness or injury for more than ten (10) consecutive working days. The sole purpose of such examination shall be to determine the employee's fitness to return to his/her regularly assigned duties.
- d. An employee absent because of illness or injury for more than ten (10) consecutive working days shall provide the CEO with reasonable notice of his/her intent to return.

6. Unpaid Leave

a. AFSCME:

Unpaid personal leave, other than hereinbefore specified, may be granted by the Chief of Police with a consultation with the Office of Human Resource for a period of up to thirty (30) calendar days upon the written request of the employee at least thirty (30) days in advance of the proposed leave. The written request of the employee shall describe the reason for the leave and shall be filed with the Chief of Police. The request shall be deemed confidential and shall only be shared with those who have a work-related need to know. Approval of an AFSCME employee's request shall be subject to the operational needs of the institution. Retirement, seniority, sick leave, vacation credit, and time accrual for step increase shall not accrue during the term of such leave.

b. APA

APA members may be granted a leave of absence without pay to perform full-time official duties on behalf of the Association. Such leave of absence shall be for a period of up to one (1) year and may be extended for one or more additional periods of up to one (1) year or less at the request of the Association.

Approved requests will not exceed one among the administrators represented by the Association, provided no adverse effect on the operations of any University results.

7. Miscellaneous Leave

- a. All other leave, such as military, family, domestic violence, bereavement, etc., shall be considered under the collective bargaining agreements and with a consultation

with the Office of Human Resources.

Approval:

Chief of Police

Date