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**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 2-10**

REPORTING FOR DUTY - REQUESTS FOR TIME OFF

SUBJECT: Reporting for Duty and Requests for Time Off.

PURPOSE: To provide a standard and uniform method to be used by all personnel to request leave, utilize vacation, CTO or sick leave, and to establish a standard for handling instances of tardiness.

POLICY: It is the policy of this Department to accommodate all reasonable requests for time off and to accurately account for all forms of leave utilized by employees.

PROCEDURE:

I. Reporting for duty

- A. All personnel shall be punctual in reporting for duty at the time and place designated by their supervisor or by Special Order. Patrol Personnel are required to be in uniform in the briefing room, and ready to go into the field on the hour. If not, they shall be considered tardy. The same holds for special events.
- B. All personnel who will be late for work shall advise the on-duty Watch Commander/Sergeant as soon as possible of their inability to report for work on time. Upon receiving the verbal notification, the supervisor is responsible for having the employee complete an appropriate CTO slip to cover the actual hour(s) of absence.
- C. Depending on the circumstances and length of tardiness, the supervisor may require a memorandum from the employee, which states the nature or circumstances for the tardiness. The supervisor will forward the memorandum to the appropriate Commanding Officer in the individual's chain of command along with any recommendations for discipline.

II. Requests for time off

- A. Personnel requesting authorization for leave during scheduled work hours will submit a completed "Request for Leave" form. The completed form will be signed and submitted to their supervisor.
- B. Requests for leave shall be given to the employee's assigned supervisor within the following time frame:
 - 1. Requests for compensatory time off: Requests shall be submitted a minimum of forty-eight hours in advance of the scheduled time requested for leave to the officer's Sergeant. Only one person per shift may be

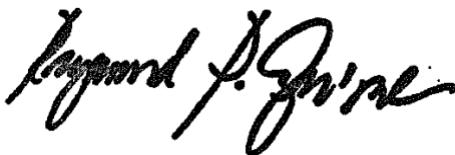
- granted CTO leave by a Sergeant. More than one officer off on a shift must be approved by the appropriate Commanding Officer
2. Requests for Doctor's appointments (sick leave): Requests should be submitted a minimum of forty-eight hours in advance of the scheduled time requested for leave, or sooner, if practical.
 3. Vacation requests shall be submitted to the appropriate Commanding Officer in the individual's chain of command through each employee's supervisor. All submitted vacation requests will be approved or denied within a timely manner.
 - a. No more than one individual from any Department, unit or shift should be granted a vacation at the same time. All requests for time off over the same time period shall be approved by the date and time stamp of submission.
 - b. Vacations requested during the first 2 weeks of the Fall or Spring Semester are discouraged but on rare occasions may be authorized by the appropriate Commanding Officer.
 - c. Employees with approved vacations covering any holiday time will not receive priority consideration for the same time period in the following year.
 4. Military Leave requests shall be submitted to the appropriate Commanding Officer in the individual's chain of command through the employee's supervisor. Requests must be submitted a minimum of 30 days in advance of dates requested. Military Leave requests submitted less than 30 days before dates requested will be granted only after consideration of Department staffing needs and personnel availability. Military Orders supporting the requested leave must be received before the leave dates.
- C. Emergency or exceptional leave requests shall be directed to the on-duty Watch Commander for approval. Watch Commanders shall attempt to notify the employee's supervisor prior to granting such approval.
- D. If a telephone request is made, the approving supervisor will immediately complete and distribute the 'Request for Leave' form, noting "Emergency Leave Request" on the form. The approving supervisor will forward one copy of the form to the appropriate Commanding Officer in the individual's chain of command, one copy to the employee's supervisor and one copy to the Department Payroll personnel.
- III. Notification of Illness/Absence Due to Illness.
- A. All personnel unfit for duty because of illness shall contact the on-duty Watch Commander when they are unable to report for work.
 - B. Such notification shall be made a minimum of two (2) hours prior to the assigned scheduled time to report for duty.

- C. Employees are required to call in each day of an illness, unless otherwise excused.
 - D. Upon notification, the Watch Commander will complete an “Absence Report”, distribute the form to the required areas and instruct Dispatch to enter into CAD the time, caller and classification of absence.
- IV. Guidelines for Sign-in Sheets
- A. The sign-in sheets are specific for each employee.
 - 1. Each employee shall be responsible for signing in for duty hours and indicating all exceptions to regularly scheduled hours.
 - 2. If an individual is off on leave, or only works part of a shift, he/she shall submit the required “Request for Leave” form.
 - 3. It shall be the responsibility of each Watch Commander to verify the accuracy of all sign-in sheet entries for their shift and initial this verification before the end of watch.
 - 4. It shall be the responsibility of the dispatcher to enter the time on and time off duty for each patrol, investigations and dispatch employee in CAD.
 - B. Employees certify the truth and accuracy of each of their entries on the sign-in sheets, as well as the accuracy and truth of the total hours worked by their signature.
 - 1. Personnel are permitted (with prior supervisory approval) to switch working hours (for one or two days), only within the same job classification and during the same two week work cycle.
 - 2. In all cases where switching occurs, a notation shall be entered on “the sheet, alongside the name of the individuals involved.
 - 3. The Shift Trade Form shall be completed, signed by both officers involved and both Sergeants involved then forwarded to appropriate Commanding Officer.
 - C. The duty Watch Commander authorizing approval will initial all changes on the sign-in sheets.
 - D.

REVIEWED BY:

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APPROVED:



Raymund Aguirre
Chief of Police