



BALTIMORE CITY PUBLIC SCHOOLS

GENERAL ORDER 10-43 SECTION K-4

VACATION, PERSONAL AND HOLIDAY LEAVE Revisions Approved: June 12, 2018

This General Order contains the following numbered sections:

- I. Directive
- II. Purpose
- III. Eligibility
- IV. General
- V. Leave Types
- VI. Cancellation Date
- VII. Effective Date

I. DIRECTIVE

The Baltimore City School Police Force (BCSPF) has a leave policy as a benefit to eligible employees.

II. PURPOSE

The Chief of School Police has the right of final determination as to the actual amount of vacation leave to be granted as time off from duty, and the periods during which vacation leave and personal leave may be taken to maintain adequate operational strength.

III. ELIGIBILITY

All permanent, full-time BCSPF employees are eligible for the leave programs detailed in this General Order.

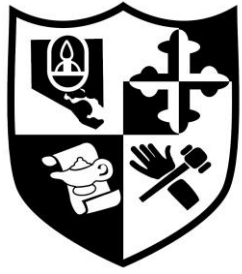
IV. GENERAL

A. BASIS FOR ACCRUING LEAVE

All information regarding accrued leave is maintained by the Office of Human Capital.

B. USE OF VACATION LEAVE

In keeping with long-standing intent, approval for a member's use of leave shall remain with the member's supervisor.



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Manpower needs dictate that vacation periods shall be spread over each month of the calendar year and shall be granted within each unit, first on the basis of rank and then on the basis of seniority.

A unit is defined as a group of employees that report to the same supervisor. Vacation leave submitted for the year shall be given preference to the most senior member of the unit when that leave is submitted prior to January 31st. Thereafter, vacation leave shall be granted on a first request basis.

In the interests of providing a departmental wide standard for equitable distribution of vacation leave and to ensure that each member of the department receives the option for at least one week's vacation in accordance with that member's choice, each member shall be limited to putting in one week's vacation when initially applying for vacation leave.

Members who use vacation time a day or two at a time shall be limited to six individual days when initially applying for vacation leave.

Exceptions to this procedure may be granted for cause by a member's supervisor.

After each member of the unit has been granted their first week (or six days), the remainder of their vacation may then be requested on the basis of seniority.

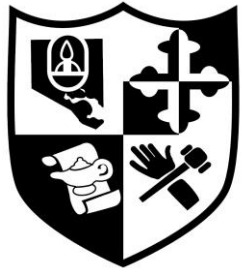
In order to ensure that each member of a unit is able to request all of their allotted vacation time prior to January 31st, supervisors shall require their subordinates to submit their requests for vacation in a timely manner to allow a sufficient amount of time for all of their members to submit vacations by January 31st.

Operations supervisors shall maintain manpower-constant requirements when granting vacation leave. Staff position supervisors shall maintain that level of manpower necessary to adequately perform the duties, responsibilities and functions of their respective units.

C. ACCUMULATION (CARRY-OVER) OF VACATION LEAVE

Members may accumulate vacation leave subject to the following procedures:

1. Authorization to accumulate vacation leave is subject to the procedure of the Baltimore City Board of School Commissioners.



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2. Use of Accumulated Vacation Leave

The use of carry-over leave as time off shall be restricted for all members of the department in order to guarantee that no single member of the department will be denied the use of their authorized annual leave, and to ensure that required manning levels are met.

Any member of the department desiring to use any portion of their accumulated leave must have prior approval of its use from their respective supervisor. Requests for the use of 10 or more days accumulated leave at any one time must be approved by the Captain of School Police where applicable.

In no instance shall supervisors allow an individual to take accumulated leave if it conflicts with another member's requests for authorized annual leave, or if it will prevent meeting required staffing levels.

Conflicting requests for the use of accumulated leave shall be resolved within each unit, first on the basis of rank and then on the basis of seniority.

Accumulated leave shall not be used to postpone a member's date of separation from the department.

D. PAYMENT FOR VACATION LEAVE

Pursuant to the procedures of the Baltimore City Board of Commissioners, employees should consult with the Office of Human Capital.

E. VACATION LEAVE RECORD

Vacation Leave Record shall be used to record the use, accrual and accumulation of each member's vacation, holiday and personal leave. Guidelines are provided in Annex A to aid in the completion of the Vacation Leave Record form.

Supervisors shall ensure that the records for personnel assigned to their respective commands are maintained, current, and up to date. Only one official record is to be completed for a member each year; however, members are also encourage to maintain a personal record. If a member is transferred during the year, the leave record is to accompany that individual to their new assignment.



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At the end of a given year, after transfer of carry-over totals, the Vacation Leave Record shall be reviewed and signed by the affected member no later than January 15 of the year immediately following the calendar year indicated on the record.

All Vacation Leave Record forms shall be retained as a permanent part of a member's personnel file.

F. SCHEDULING LEAVE

Members shall submit universal leave requests at least three (3) days in advance, particularly if requesting multiple consecutive days off (such as vacations).

Supervisors shall attempt to accommodate and approve all advance requests for universal leave, provided minimum staffing levels are not compromised.

Requests for leave (for five or more consecutive days) submitted by January 31, of any given calendar year, shall be granted, if staffing levels allow, based upon a member's seniority within rank.

Requests for universal leave submitted after January 31, of any given calendar year, shall be granted based upon a "first come, first served" basis. That is, the first member requesting a specific available (open) date(s) shall be entitled to it, regardless of seniority.

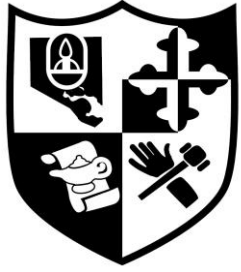
G. EMERGENCY USE OF LEAVE

Call Off is defined as use of leave with no prior supervisory approval

Emergency is defined as any verifiable situation involving a member's personal illness, the illness of a relative or dependent, or other unforeseen circumstances, beyond the member's control, which requires a member to be absent from their scheduled shift.

Emergency Use of Leave is defined as use of leave without prior supervisory approval.

Unverifiable Emergency is defined as any situation resulting in a call off for which the member is unable or unwilling to provide written documentation or other acceptable



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confirmation that the emergency situation actually existed.

Any member who has an emergency which prevents them from reporting to work as scheduled shall:

1. Contact their supervisor, as soon as possible, prior to the assigned shift and give a complete reason for the emergency leave request.
2. If unable to contact their supervisor prior to the assigned shift, the member must make every effort to contact Communications, prior to the assigned shift, and leave a message regarding their status.
3. Regardless of the above, the member must contact their supervisor directly before the end of the assigned shift, to explain the emergency. Failure to do so may place the member in a *leave without pay* status.
4. Upon return to work, submit a REQUEST FOR LEAVE form.

Leave taken for illness will be granted. However, a supervisor may request verifiable documentation of the illness if the illness lasts for more than three (3) days.

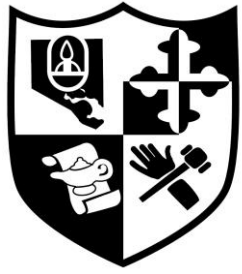
Any call off, which is in conjunction with a scheduled day off, may require written documentation (e.g., a medical slip) or other form of acceptable verification, the next working day, in order to be credited to universal leave. Lacking such documentation, the member shall submit a Form 95 to their supervisor detailing the nature of the illness of emergency.

H. LEAVE ABUSE

All emergency use of leave may be monitored. Members determined to have abused the leave may be subject to disciplinary action.

Some examples of potential leave abuse are:

1. A pattern of repeated (or continual) call offs (e.g., five or more call offs within a three-month period).
2. Call off(s) in conjunction with scheduled day(s) off (e.g., three or more times within a three-month period).
3. Unverifiable emergency call off on a date previously denied for scheduled universal leave (e.g., any occurrence).



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A pattern of repeated (or continual) call offs on the same day of the week (e.g., three or more times within a three month period).

I. SUPERVISORY DUTIES

Supervisors shall:

1. Approve requests for universal leave provided minimum manpower requirements are maintained.
2. Ensure that all members under their supervision complete REQUEST FOR LEAVE forms.
3. Ensure that members under this supervision submit written verification or documentation as required by this directive.
4. Submit properly completed leave request forms to the appropriate payroll clerk by the end of the applicable pay period.
5. Maintain written documentation, concerning all use of leave and requests for leave, for all personnel under their supervision and be able to present same upon request.

V. LEAVE TYPES

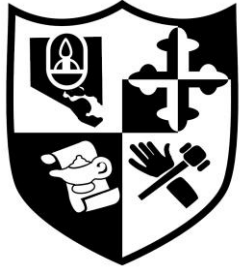
The BCSPF offers the following types of leave:

- 1) Personal Leave
- 2) Holiday Leave
- 3) Compensatory Leave
- 4) Military Leave
- 5) Official Leave
- 6) Leave Without Pay
- 7) Job Injury Leave
- 8) Court Leave
- 9) *Family Medical Leave* is detailed in Office of Human Capital

A. PERSONAL LEAVE

1. Civilian Personnel

The following procedures shall be observed when completing an individual's



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Personal Leave Record.

- a. The personal leave record will be maintained on the reverse side of the member's Vacation Leave Record form. All applicable procedures for completing vacation leave records shall apply to personal leave records.
- b. Members desiring to use personal leave shall complete an Application for Leave form indicating the amount of time requested in tenths of a day, as indicated on the chart below.

In keeping with the long-standing intent pertaining to vacation leave, approval for a member's use of personal leave shall remain with the member's supervisor.

The following payroll marking schedule shall be used in the recording of personal leave:

POST TIME	TO USE — HOURS:MINUTES	TOTAL
.1 FL	:45	45 MINUTES
.2 FL	1:30	90 MINUTES
3PL	2:15	135 MINUTES
.4PL	3:00	ISO MINUTES
/PL	1/2DAY	-----
.6 PL	4:30	270 MINUTES
7PL	5:15	315MINIJTES
.5 FL	6:00	360 MINUTES
.9 FL	6:45	405 MINUTES
FL	FULL DAY	-----

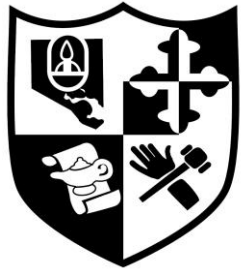
2. Sworn Personnel

Personal leave days are granted by labor agreements and shall be taken according to the procedures contained both in this General Order and the respective labor agreement.

Recording of these days will be similar to the procedures outlined above.

B. HOLIDAY LEAVE

In addition to vacation leave and personal leave, full-time employees of the department



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are entitled to the below-listed holidays:

New Year's Day	Independence Day
Martin Luther King, Jr.'s Birthday	Labor Day
Washington's Birthday	Thanksgiving Day
Good Friday	Christmas Day
Memorial Day	Congressional Election Day

All general election days in which a member of the U.S. Congress is to be elected will be observed as holidays. Such elections occur on the Tuesday following the first Monday in November of even numbered years.

Whenever these holidays coincide with a regularly scheduled day off, supervisors shall provide a day in lieu of the holiday within 45 days of such holiday. This may be 45 days before or after the holiday.

Holiday leave shall be taken within the specified time period and is not subject to accrual or accumulation. When holiday leave cannot, for operational reasons, be granted within the specified period, the supervisor may, at their discretion, approve either an exception to the time restriction or authorize payment for the holiday at the member's specified overtime rate.

C. COMPENSATORY LEAVE

Compensatory leave is requested in the same manner as universal leave.

D. OFFICIAL LEAVE

An employee may be granted Official Leave for such purposes as attendance at conferences, meetings, conventions, or other reason which is considered by the Chief of School Police to be in the best interests of the Agency. While on official leave, an employee is paid for their regular salary, but is not eligible for overtime compensation.

VI. EFFECTIVE DATE

This Order shall be effective on the date of publication.

I certify that I have read and fully understand this Order.



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Signature _____

Date _____