
Employee Absences

1033.1 PURPOSE AND SCOPE

This policy defines the Department's reporting procedures for employee absences.

1033.2 POLICY

It is the policy of the Berkeley Police Department that all employees adhere to prescribed procedures relative to all anticipated and unanticipated absences.

1033.3 PROCEDURES

The Absence Report form shall be used whenever an employee will be absent from his/her assigned duty or becomes absent during the assigned duty.

- (a) The form should be used whenever an employee is absent, or expected to be absent, because of vacation, floating holiday, recovery (compensatory time off), sick leave, family sick leave, military leave, death leave, parental leave, Worker's Compensation leave, suspension, leave without pay, organizational leave or other absences not amounting to an extended leave without pay.

1033.4 ANTICIPATED ABSENCE

When an employee requests a day off, he or she should complete an Absence Report form.

- (a) If the time off requested is more than two weeks away and staffing has not been completed, the employee shall:
 - 1. For Operations/Patrol: Place the request form in the designated location within the Lieutenant's Office.
 - 2. For Special Assignments: Place the request form in the designated location within their unit/detail or deliver the form directly to their supervisor.
- (b) If the time off requested is less than two weeks away, the employee shall:
 - 1. For Operations/Patrol: Place the request form in the Team tray, or deliver the form directly to their supervisor.
 - 2. For Special Assignments: Deliver the request form directly to their supervisor.

The employee has the responsibility to submit supporting documents with the request form (e.g. military leave orders, etc.).

1033.5 UNANTICIPATED ABSENCE

When an employee makes a request for sick leave, family sick leave, death leave, Worker's Compensation leave or another unanticipated (emergency) absence, the request shall be made to a supervisor or commanding officer of the employee's division or, if none are available, the Communications Center supervisor on duty or in his/her absence an Operations Division supervisor or commanding officer.

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- (a) Except in the case of emergencies, absence because of illness or injury shall be reported at least one hour prior to the start of the employee's shift. Other absences shall be reported as far in advance of the effective date/time as possible.

Upon notification of an employee's unanticipated absence the supervisor shall prepare the Absence Report and, if applicable, forward it to the employee's actual supervisor.

1033.6 BPA ASSOCIATION RELEASE TIME

Berkeley Police Association Members are allotted a specified number of hours for "Release Time" each year for Association related activities (BPA meetings, negotiations, PRC representation and preparation, training, etc.). A BPA member using Release Time, should notify their supervisor as far in advance as possible so that a supervisor may fill any vacancies and post overtime if necessary.