

# BERKELEY POLICE DEPARTMENT

DATE ISSUED: August 14, 1992

GENERAL ORDER P-17

SUBJECT: ABSENCE REPORT

## PURPOSE

The purpose of this General Order is to define the Department's policies regarding reporting procedures for employee absences.

## POLICY

It is the policy of the Berkeley Police Department that all employees adhere to prescribed procedures relative to all absences, including those which are anticipated and those which are an emergency.

## ABSENCES REPORT FORM

- 1 - The Absence Report form (referred to in this Order as "form") shall be used whenever an employee will be absent from his/her assigned duty or becomes absent during the assigned duty.
  - (a) Instructions are printed on reverse side of the form.
  - (b) The form shall be used whenever an employee is absent because of vacation, floating holiday, recovery (compensatory time off), sick, family sick, 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.
    - (1) Employees should refer to the procedures set forth in paragraphs 12 - 13 of this Order relative to additional procedures required in the use of union "release time."
  - (c) The form may be used for holiday or alternative holiday absence, but it shall not be used when the employee is on an extended leave without pay such as educational leave or long-term military obligation.
- 2 - Anticipated Absence
  - (a) The form is filled out and signed by the employee when the absence is anticipated.
  - (b) The form may serve initially as a request for recovery or unscheduled vacation, requiring supervisory approval in the space provided.
  - (c) The employee has the responsibility to submit with the form supporting documents, e.g., military leave orders, jury verification, etc.
- 3 - Unanticipated Absence

## BERKELEY POLICE DEPARTMENT

DATE ISSUED: August 14, 1992

GENERAL ORDER P-17

- (a) Requests for sick leave, family sick leave, death leave, Worker's Compensation leave or other unanticipated (emergency) absence 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 a Patrol Division supervisor or commanding officer.
  - (b) Except in the case of emergencies, absence because of illness or injury shall be reported at least one (1) hour prior to the start of the employee's daily duties. Other absences shall be reported as far in advance of the effective date/time as possible.
- 4 - Upon notification of an employee's unanticipated absence the supervisor shall prepare the Absence Report and forward it to the employee's duty section.
- (a) When notified that an employee is unable to report for duty because of illness or injury, the direct or designated supervisor shall conduct an initial contact interview within 24 hours after notification.
  - (b) The supervisor shall enter the date and time of the initial contact on the Absence Report.
- NOTE:** An initial interview need not be conducted when an on-duty employee reports off because of illness or injury and appropriate notification has been made to the employee's supervisor, and an Absence Report completed.
- 5 - The direct or designated supervisor shall contact the employee at least once every seven (7) days.
- 6 - The first contact normally shall be made by telephone. If unable to contact by phone, a personal visit may be made.
- 7 - Subsequent contacts may be made in person or by phone unless direction is given by the Chief of Police to follow another course of action.
- 8 - At the discretion of the Chief of Police, contacts may be discontinued after the termination of the employee's Worker's Compensation payments (4850 C.L.C.) or other disability payments.
- 9 - The supervisor retains the form during the duration of the employee's absence.
- (a) The form may serve as a control indicator of an absent employee's whereabouts, anticipated date of return, need for follow-up contact, etc.
  - (b) Following the duration of the employee's absence, the supervisor will indicate the "Total Days and/or Hours of Absence" and forward the form to the unit's commanding officer.

**BERKELEY POLICE DEPARTMENT**

**DATE ISSUED: August 14, 1992**

**GENERAL ORDER P-17**

- 10 - The commanding officer will promptly review the completed form, sign and forward it to Public Safety Accounting.
- 11 - Public Safety Accounting staff will review the form to insure that information is consistent with time sheet and time cards, and the form will be filed alphabetically each calendar year.

**UNION RELEASE TIME**

- 12 - **Guidelines regarding "release time" for designated union representatives are covered applicable Memorandums of Understanding. In normal circumstances, an employee must request this type of release time a minimum of 24 hours prior to the meeting and be an authorized representative of a recognized bargaining unit.**
- 13 - **In order to facilitate processing by the Public Safety Business office, the following procedure shall be used:**
  - (a) **Employee's shall utilize the City of Berkeley "Union Release Time Form." The "release form" serves as the primary control indicator to assist the employee's supervisor. A supply of these forms is maintained in the Service Bureau and/or the Business Office.**
    - (1) **Employee's shall notify their supervisor immediately upon return to the work site so that appropriate sections on the "release" form may be completed.**
    - (2) **The completed form shall be processed in the same manner prescribed in paragraphs 9 and 10 of this Order.**

References: California Labor Code Section 4850  
General Order A-1  
**City of Berkeley Personnel Memorandum dated 3/18/92**