



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

010 - ABSENCE

GENERAL ORDER: 2026-25
ISSUED: June 8, 2026

EFFECTIVE: June 8, 2026

REVIEWED/APPROVED BY:
Assistant Chief Craig Sarnow
DATE: April 22, 2026

ACTION: Amends General Order 2025-16 (May 5, 2025)

WILEAG STANDARD(S): NONE

ROLL CALL VERSION

**Contains only changes to current policy.
For complete version of SOP, see SharePoint.**

010.15 PAID OFF DAYS (WILEAG 2.4.2)

~~D. OPTIONAL HOLIDAY OFF – CIVILIAN MEMBERS~~

- ~~1. When a civilian member selects an optional civilian holiday, which includes Cesar E. Chavez Day (March 31), the civilian member must provide the department advanced written notification of the optional day selected by submitting a *Department Memorandum* (form PM-9E) and specify what other city appointed holiday (within the fiscal year) will be substituted in lieu of the optional holiday (Payroll requires a copy of this notice for recordkeeping).~~
- ~~2. The substituted city appointed holiday will be considered a normal work day and a "Civilian Holiday" overtime card shall not be processed for the member.~~
- ~~3. Any member wishing to take the substituted city appointed holiday as an off day can request a vacation or comp day from the location's supervisor which will be approved based on staffing needs.~~

DE. SICK LEAVE CONTROL INCENTIVE PAY (SLCIP)

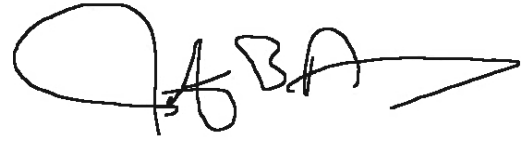
EF. ILLNESS IN FAMILY – POLICE MEMBERS

FG. FUNERAL LEAVE

3. Members requesting funeral leave shall submit a *Department Memorandum* to their immediate supervisor to verify eligibility. The *Department Memorandum* shall include:
 - The name of the deceased.
 - The member's relationship to the decedent.
 - The dates for which funeral leave is being requested.
- a. Members shall also provide documentation verifying the death, such as a copy of the obituary, funeral program, or other acceptable written notice (e.g., death certificate, memorial card, letter from a funeral home, a letter from the officiant of the proof of life celebration).

- b. Upon approval, the *Department Memorandum* and documentation shall be filed in the member's personnel file.

GH. DEPARTMENT AWARDS

A handwritten signature in black ink, appearing to read 'J.B.N.' with a long horizontal stroke extending to the right.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk