



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 010 - ABSENCE

**GENERAL ORDER:** 2025-16  
**ISSUED:** May 5, 2025

**EFFECTIVE:** May 5, 2025

**REVIEWED/APPROVED BY:**  
Assistant Chief Craig Sarnow  
**DATE:** February 13, 2025

**ACTION:** Amends General Order 2024-51 (December 11, 2024)

**WILEAG STANDARD(S):** NONE

### ROLL CALL VERSION

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

#### 010.20 VACATIONS (WILEAG 2.4.2)

##### A. ELIGIBILITY

1. All sworn department members who have completed twelve months of continuous service shall be entitled to a vacation of two weeks sometime between the date they have completed their first year of service and either December 31st of that year ~~(for police members represented by the MPA) or fiscal year (for police members represented by the MPSO)~~ as designated and arranged with their commanding officer or designee.

##### B. GUIDELINES

3. Sworn department members must use vacation time during the calendar year ~~or fiscal year~~ for which such vacation time is earned. Members who do not use all of their entitled vacation time within the calendar year ~~(MPA) or fiscal year (MPSO)~~ for which it was earned shall lose all rights to the unused time off, except as otherwise provided in these regulations for the following:

- ~~d. MPSO member may schedule vacation time through pay period one, if pay period one falls in the calendar year.~~

#### 010.25 VACATION DURING INJURY LEAVE FOR POLICE MEMBERS (WILEAG 2.4.2)

##### B. VACATION RESCHEDULED

Injured police members not using vacation scheduled during the period of their leave, either because they did not make a request for it or because the request was not approved, shall have their unused vacation rescheduled by their commanding officer when they return to duty, if it is possible to do so, before the end of the calendar year ~~(MPA) or fiscal year (MPSO)~~.

##### C. UNABLE TO RESCHEDULE VACATION

In the event the department is unable to reschedule all of the police member's remaining

unused vacation before the end of the calendar year ~~(MPA) fiscal year (MPSO)~~, the member shall be entitled to receive a lump sum payment equivalent to the dollar value of the remaining unused vacation at the end of the calendar year, computed on the basis of the member's base salary rate in effect at the time for which the vacation was originally scheduled.

#### D. CARRY OVER VACATION TO SUCCEEDING YEAR

1. When authorized by the department, police members may elect to carry over into the next succeeding calendar year ~~(MPA) fiscal year (MPSO)~~ any remaining unused vacation that the department was unable to reschedule by the end of the calendar year ~~(MPA) fiscal year (MPSO)~~, instead of the lump sum payment provided above.

### **010.30 VACATION DURING SICK LEAVE FOR POLICE MEMBERS (WILEAG 2.4.2)**

#### A. VACATION RESCHEDULED

Police members on authorized sick leave shall have their vacation that was scheduled during such leave rescheduled by their commanding officer or designee when they return to duty if it is possible to do so before the end of the calendar year ~~(MPA) fiscal year (MPSO)~~.

#### B. UNABLE TO RESCHEDULE VACATION

In the event the department is unable to reschedule all of the member's remaining unused vacation before the end of the calendar year ~~(MPA) fiscal year (MPSO)~~, the city, upon the member's return to duty and notification to the Payroll Section, will restore to the member's sick leave account an amount of time equal to the amount of unused vacation.

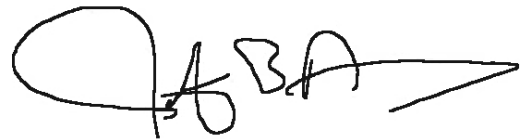
### **010.45 SICK LEAVE PROCEDURES (WILEAG 2.4.2)**

#### I. MEDICAL CERTIFICATION REQUIREMENT

Members may be required by their commanding officer or designee to furnish acceptable medical substantiation from a medical practitioner licensed in the state of Wisconsin – or the state in which the member has been treated – for each absence regardless of duration, if the commanding officer is informed or believes that the member is misusing sick leave. The ~~shift commander~~ **commanding officer** may authorize the placement of any member on medical certification. Under such circumstances, the city shall not be responsible for any fee charged to the member by the medical practitioner.

1. The supervisor requesting a member to be placed in the medical certification program shall submit a *Department Memorandum* (form PM-9E) through the chain of command documenting the details and patterns of the member's sick leave usage which has been observed.
2. The commanding officer of the work location shall review the documentation and authorize the member's placement in the program.

3. The *Medical Certification Requirement Program* (form PS-18E) shall be read, signed, and dated by the member, the supervisor counseling the member, and the member's commanding officer.
4. The *Medical Certification Requirement Program Checklist* (form PS-18C) shall be read and signed by the member and the supervisor counseling the member.
5. A copy of the *Medical Certification Questionnaire* (form PS-18Q) shall be provided to the member for completion by the member's physician. Failure to provide the completed form with the member's completed *Application for Sick Leave* (form PS-16S) immediately upon the member's date of return to work following each absence shall result in denial of payment for the sick leave taken.
6. The member will be on the Medical Requirement Program until they have been informed of their removal from the program. Members shall receive a *Medical Certification Requirement Program 6-Month Review* (form PS-18R) that will be documented on the PS-18R and sent to the Medical Section.
7. The supervisor who places the member in the Medical Certification Program shall forward all original completed forms to the Medical Section and place a copy in the member's medical file at their work location.

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

JEFFREY B. NORMAN  
CHIEF OF POLICE

JBN:mfk