



# MILWAUKEE POLICE DEPARTMENT

## STANDARD OPERATING PROCEDURE

### 010 - ABSENCE

**GENERAL ORDER:** 2024-51  
**ISSUED:** December 11, 2024

**EFFECTIVE:** December 11, 2024

**REVIEWED/APPROVED BY:**  
Assistant Chief Craig Sarnow  
**DATE:** November 8, 2024

**ACTION:** Amends General Order 2024-48 (November 4, 2022)

**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), ~~MPA – Police Aides, ALEASP and DC-48 members~~, as designated and arranged with their commanding officer or designee.
3. Civilian members can take vacation as soon as it is accrued and is not subject to a waiting period. Civilian members shall be entitled to take vacation earned in accordance with [Milwaukee City Ordinance 350-40](#) and as arranged with their commanding officer, or designee.

### B. GUIDELINES

1. Department members shall refer to their current labor contract and civilians should refer to ~~city ordinance, chapter 350,~~ [Milwaukee City Ordinance 350-40](#) to determine rates at which vacation time is earned.
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:
  - a. Department members on authorized sick leave;
  - b. Police members on duty-incurred injury leave;
  - c. As may be provided by city ordinance and current labor agreements; or
  - d. MPSO member may schedule vacation time through pay period one, if pay period

one falls in the calendar year.

5. Civilian members shall earn vacation time in accordance with [Milwaukee City Ordinance 350-4](#). ~~are entitled to choose weeks of vacation equivalent to their years of service in a year. However, if they choose to pick less than their required weeks of vacation in a year, any additional weeks of vacation that are "rolled-over" to the next year will only be scheduled upon availability, staffing, and approval from the shift commander.~~

#### F. SEGMENTED VACATIONS

- ~~2. Civilian members may segment the entire portion of his/her maximum yearly vacation time earned that exceeds 40 hours into units of one (1), two (2), three (3) or four (4) consecutive eight-hour workdays.~~
23. Requests for segmented vacations will not be granted until every member of the work location and shift has selected all non-segmented vacations for that calendar year, which are to be submitted by March 15. A member requesting a segmented vacation period prior to March 15<sup>th</sup> of such calendar year, shall notify his/her commanding officer in writing no later than 72 hours prior to the first day of the segmented unit of vacation. All segmented vacation days must be scheduled on or before October 15<sup>th</sup> of the calendar year.
34. Segmented vacations shall be processed on a first-come, first-served basis, subject to the availability of the dates requested as determined by the member's commanding officer or designee. No request will be granted that results in another member losing any non-segmented vacation dates he/she had previously selected in accordance with departmental practices established for that purpose.
45. Segmented vacation days may be used during the "summer vacation period" and are not subject to the limit of two weeks or ten working days of vacation during that period.
56. If it is determined that granting additional requests for segmented vacation periods will result in insufficient staffing being available to meet the needs of the police service, the request can be denied.

### **010.35 VACATION DURING INJURY LEAVE FOR CIVILIAN MEMBERS (WILEAG 2.4.2)**

#### B. VACATION RESCHEDULED

Civilian members on authorized injury leave as a result of a duty-incurred injury ~~shall~~ may have their vacation that was scheduled during such leave rescheduled by their commanding officer or designee when they return to duty or have the vacation time returned to their vacation bank.

#### ~~C. UNABLE TO RESCHEDULE VACATION~~

~~In the event a commanding officer or designee is unable to reschedule all of the civilian~~

~~member's remaining unused vacation, a member may elect to carry over into the next succeeding calendar year any remaining unused vacation. The scheduling of carried-over vacation shall be subject to availability of dates requested by the member, require prior approval by the member's commanding officer or designee and in no way affect the scheduling of other members' vacations.~~

**010.40 VACATION DURING SICK LEAVE FOR CIVILIAN MEMBERS (WILEAG 2.4.2)**

~~If a civilian member is unable to use all of the vacation time to which the member is entitled during a fiscal year because of an extended period of authorized sick leave that does not allow for rescheduling during that fiscal year, then the city, upon the member's return to duty in the next fiscal year 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 with pay that the department was unable to reschedule. Civilian members who become ill and their authorized sick leave extends through an approved scheduled vacation, may have their scheduled vacation time returned to their vacation bank upon supervisor approval and notification to the Payroll Section.~~

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