



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

010 - ABSENCE

GENERAL ORDER: 2024-48
ISSUED: October 24, 2024

EFFECTIVE: October 24, 2024

REVIEWED/APPROVED BY:
Assistant Chief Craig Sarnow
DATE: September 19, 2024

ACTION: Amends General Order 2022-46 (November 4, 2022)

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)

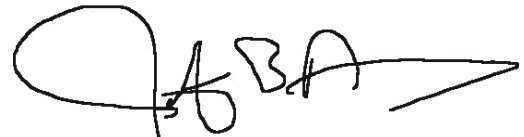
B. HOLIDAY OFF – POLICE MEMBERS

1. Police members shall be entitled to receive up to 96 104 hours off with pay in lieu of holidays per fiscal year. Members should refer to their respective labor contract for further information.
2. Members requesting holiday time off shall submit a *Request for Additional off Day/Trade of Regular off Day Report* (form PR-27) to their commanding officer/supervisor within 30 days of the requested time off. Members shall date/time stamp the report prior to submitting it. Availability of days shall be determined by the commanding officer/supervisor in accordance with needs of the police service. The processing of requests to use holiday time off shall be on a first-come, first-served basis. Decisions made by a member's commanding officer/supervisor with respect to the availability of the dates the member has requested shall be subject to the provisions of the respective collective bargaining agreement. Commanding officers/supervisors shall review the request for holiday time off and either approve or deny the request. The original report shall be retained at the work location according to the established retention schedule for the period of the current calendar year of requested time off. A copy shall be given to the member.
3. Supervisory officers may grant holiday time off as long as the member has not exceeded using more than three (3) holidays than the member has earned during the fiscal year as members earn approximately one (1) holiday each month (e.g., members shall be allowed to take a maximum of five (5) holiday offs by the end of the February or a maximum of nine (9) holiday offs by the end of June).
4. If a member's holiday usage exceeds more than three (3) holidays than they have earned during the fiscal year, the member's pay, vacation bank, or compensatory bank may be adjusted in accordance with the member's applicable labor contract (Appendix C of the Milwaukee Police Association contract or Appendix D of the Milwaukee Police Supervisors Organization contract). The Payroll Section shall receive approval from the assistant chief, or designee, of the Administration Bureau prior to adjusting a member's check.

5. To ensure the proper usage of holiday off time during the fiscal year, sworn members and the desk sergeant assigned to the member's work location shall ensure sworn members have either taken and/or have scheduled in the future (either as supervisory approved in accordance with subsection 2, added to a full vacation, or utilized as part of the member's off-day rotation if assigned to a 5-2, 4-2 off day schedule) six (6) holiday off days by September 1 of each fiscal year.

E. SICK LEAVE CONTROL INCENTIVE PAY (SLCIP)

1. Department members may be eligible for the sick leave control incentive pay benefit depending upon the requirements prescribed within their labor contract. When determining eligibility, members should refer to their respective labor contract for guidance or chapter 350 of city ordinances for civilian employees.
2. Sworn members requesting a SLCIP time off shall submit a *Request for Additional off Day/Trade of Regular off Day Report* (form PR-27) to their commanding officer/supervisor at any time within the applicable trimester. Members shall date/time stamp the report prior to submitting it. Availability of days shall be determined by the commanding officer/supervisor in accordance with needs of the police service. The processing of requests to use SLCIP time off shall be on a first-come, first-served basis. Decisions made by a member's commanding officer/supervisor with respect to the availability of the dates the member has requested shall be subject to the provisions of the respective collective bargaining agreement. Commanding officers/supervisors shall review the request for SLCIP time off and either approve or deny the request. The original report shall be retained at the work location according to the established retention schedule for the period of the current calendar year of requested time off. A copy shall be given to the member.



JEFFREY B. NORMAN
CHIEF OF POLICE