



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

010 - ABSENCE

GENERAL ORDER: 2022-XX
ISSUED: November 21, 2022

EFFECTIVE: November 21, 2022

REVIEWED/APPROVED BY:
Assistant Chief Nicole Waldner
DATE: October 10, 2022

ACTION: Amends General Order 2022-15 (November 30, 2020)

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)

C. HOLIDAY OFF – CIVILIAN MEMBERS

1. Civilian members shall be entitled to receive the following paid holidays off per calendar year:
 - Juneteenth Day (June 19)
2. Whenever Juneteenth Day falls on a Saturday, the preceding Friday shall be observed as a holiday. Whenever Independence Day (July 4) falls on a Saturday, the preceding Friday shall be observed as a holiday; and whenever New Year's Day (January 1) and Christmas Day (December 25) falls on a Saturday, the following Monday shall be observed as a holiday. When New Year's Day, Juneteenth Day, Independence Day or Christmas Day falls on a Sunday, the following Monday shall be observed as a holiday.

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).
 - ~~Juneteenth Day – June 19~~

010.45 SICK LEAVE PROCEDURES (WILEAG 2.4.2)

- ~~A. Sick leave for sworn members shall cover necessary absence from duty because of illness, injury, exposure to communicable disease, pregnancy related illness or disabling mental affliction.~~

AB. Sick leave for ~~civilian~~ members shall cover necessary absence from duty because of a ~~civilian~~ member's personal illness or pregnancy-related disability, bodily injury or exclusion from employment because of exposure to contagious disease by the ~~civilian~~ member, or for the care of a ~~civilian~~ member's immediate family member ([Milwaukee City Ordinance 350-37](#) and respective union contracts). For the purpose of this section only, "immediate family member" has the meaning given in the federal family and medical leave act (~~civilian member's spouse, son, daughter, or parent~~).

BG. ELIGIBILITY FOR SICK LEAVE PAY

CD. OFF-DUTY EMPLOYMENT

DE. ABUSE

EF. NOTIFICATION

1. Whenever members are injured or sick and unable to perform their assigned duties (~~or if a civilian member needs to care for an immediate family member in accordance with SOP 010.45(BA)~~), they shall be responsible for ensuring that their commanding officer or designee is informed reasonably in advance of the beginning of the member's scheduled work shift.
2. A member using sick leave must report to the supervisor the address and telephone number ~~of the location~~ where they can be reached each day they are absent from duty. This information will be updated each time the member's location changes while using sick leave.
 - a. Members will no longer be required to state the nature of their illness ~~or the illness of their immediate family member~~ when reporting out sick. Members must indicate whether the leave is related to pre-approved Intermittent FMLA at the time of call in.

Note: A member's illness ~~or immediate family member's~~ must be treated as a confidential medical record.

FG. SHIFT COMMANDER RESPONSIBILITY

GH. APPLICATION FOR SICK LEAVE, OR FMLA (FORM PS-16S)

HI. MEMBER'S RETURN TO DUTY

2. Law enforcement members on sick leave for a period exceeding seven (7) consecutive ~~calendar~~ days shall provide a medical release prior to or upon their return to duty. Under such circumstances, the city shall not be responsible for any fee charged to the member by the medical practitioner.

IJ. MEDICAL CERTIFICATION REQUIREMENT

JK. CIVILIAN MEMBERS REQUIRED TO SUBMIT MEDICAL SUBSTANTIATION

1. Civilian members on sick leave for a period exceeding three (3) consecutive calendar days shall provide a medical release prior to or upon their return to duty. Under such circumstances, the city shall not be responsible for any fee charged to the member by the medical practitioner.

010.50 LEAVING RESIDENCE WHILE ON SICK LEAVE (WILEAG 2.4.2)

B. COMMANDING OFFICERS OR DESIGNEE REQUIRED TO GRANT PERMISSION FOR SPECIFIC REASONS

During said first seven (7) day period, commanding officers or designee shall grant permission to members to be absent from their residence or place of confinement for reasonable times for these specific purposes:

1. To keep scheduled appointments with physicians, dentists, physical therapists, and/or hospitals, or clinics, whether or not related to the member's (or for a civilian member's immediate family member's) present sickness or injury;
2. To purchase food, household necessities and/or medication for the member's (or for a civilian member's immediate family member's) present injury or illness, or for the health and/or care of the member's immediate family;

010.120 RESIGNATION / RETIREMENT NOTIFICATION PROCEDURES

A. INTERVIEW OF MEMBER

1. The receiving supervisor shall conduct an interview of the member confirming dates of service, the reason for leaving and future plans, make sure the member understands their decision is final, confirm last day on the payroll and document response on the member's *Retirement / Resignation Department Memorandum* (form PM-9R).
2. The receiving supervisor shall request the departing employee to complete the City of Milwaukee's [official online exit interview](#). If an employee leaves without notice, the supervisor should still request that the employee complete the exit interview after separating from employment. The supervisor may also offer to complete the form on the employee's behalf following the exit interview.



JEFFREY B. NORMAN
CHIEF OF POLICE