

	KANSAS CITY, MO POLICE DEPARTMENT <b>PERSONNEL POLICY</b>	DATE OF ISSUE 06-29-2016	EFFECTIVE DATE 06-29-2016	NO. 710-5
SUBJECT Policy Series 700: Administration of Leave 710 - Vacation (V) Leave Time			AMENDS	
REFERENCE Extra (E) Time, Personal Leave (Y) Time, Quality (Q) Time, and Religious Holiday Time Chapter 84, Section 84.140 RSMo. Memorandums of Agreement between the Board of Police Commissioners of Kansas City, Missouri and the Fraternal Order of Police Lodge No. 99 & 102		RESCINDS PPBM: 710-4		

**\*I. INTRODUCTION**

This written directive provides guidelines to the allowance and use of vacation leave as granted through the provisions of Chapter 84, Section 84.140 RSMo.

**II. POLICY**

- A. With the exception of the Chief of Police, all members will accrue vacation leave (V-Time) based on the number of years of service. The amount of V-Time granted to the Chief is determined by the Board of Police Commissioners.
- B. The calendar year, January 1 through December 31, is used for the purpose of accruing and granting V-Time. V-Time earned during one calendar year will be granted the following calendar year.
- C. V-Time will be scheduled in accordance with the member's personal preference and operating requirements of the assigned element.
- \*D. V-Time may be taken in one (1) hour increments and will be earned by the following schedule:
  - 1. Less than five (5) years of service.  
Members will earn 120 hours.
  - 2. At least five (5) years of service but less than 12 years of service.
    - a. Members will earn 160 hours on the first day of the calendar year following the member's completion of four (4) years of service.
    - b. For further information, refer to the current written directive entitled, "Extra (E) Time, Personal Leave (Y) Time, Quality (Q) Time, and Religious Holiday Time."

3. At least 12 years of service but less than 15 years of service.

Members will earn 184 hours on the first day of the calendar year following the member's completion of their 11 years of service.

4. At least 15 years of service but less than 30 years of service.

Members will earn 200 hours on the first day of the calendar year following the member's completion of their 14 years of service.

5. 30 or more years of service.

Members will earn 240 hours on the first day of the calendar year in which the member completes their 29 years of service.

- E. Accrued V-Time will not be carried forward into the next calendar year except as provided in the current written directive entitled, "Duty-Related Injuries and Limited Duty."
- F. Separating members will be compensated for V-Time earned but not taken as of the last day worked.
- G. Any exceptions to this policy must be approved by the Chief of Police.

### **III. PROCEDURES**

- \*A. To request leave time of three (3) days or less, a member may either verbally or email their request for approval to their immediate supervisor.
- B. To request leave time of more than three (3) days, a member will submit an Application for Leave, Form 1 P.D., to their immediate supervisor. Upon approval, the Form 1 P.D. will be forwarded through the chain of command to the division commander for final approval.
  1. Requests for vacation leave by division commanders will be approved by bureau commanders.
  2. Requests for vacation leave by bureau commanders will be approved by the Chief of Police.
- C. To request a change in an approved vacation request, a member will submit another Form 1 P.D., which supersedes the previous request.

- D. All copies of approved Form 1 P.D. will be forwarded to the element timekeeper for entry and record retention.
- E. Disapproved Form 1 P.D. will be returned to the requesting member.

Darryl Forté  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_.

Michael Rader  
Board President

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