

	KANSAS CITY, MO POLICE DEPARTMENT	DATE OF ISSUE	EFFECTIVE DATE	NO.
	<b>PERSONNEL POLICY</b>	6/12/2024	6/12/2024	712-6
SUBJECT			AMENDS	
Policy Series 700: Administration of Leave 712 – Unauthorized Leave of Absence				
REFERENCE		RESCINDS		
PPBM: Disciplinary Process; Sick Leave PI: Automated Timekeeping System Procedures Memorandum of Agreements (MOA's) between the Board of Police Commissioners and the Fraternal Order of Police Lodges No. 99 & 102		PPBM: 712-5		

## I. INTRODUCTION

- \*A. Any member absent from their scheduled duty without proper authorization will be considered on an absent day (A-time), which is an unauthorized leave without pay. A-time may be used in hourly increments.
- \*B. Authorization for leave without pay is outlined in the written directive entitled, "Leave Without Pay."

## II. POLICY

- \*A. Daily sick leave accrual will not be credited to the member's sick leave balance when a member is on A-time.
- B. Non-accrual adjustments to member's timekeeping records will be made automatically at the end of the respective affected twenty-eight (28) day work period(s).
- \*C. Any member placed on A-time will be considered for disciplinary actions.
- D. Any members with three (3) consecutive absent days within one (1) calendar year will be considered for termination.

## III. GUIDELINES

- \*A. Upon return to duty, members will be given up to forty-eight (48) hours to respond, if the member desires, by providing an Interdepartment Communication, Form 191 P.D. explaining why they were absent from their scheduled duty without proper authorization. The Form 191 will be submitted to the member's immediate supervisor.
- B. Supervisors will:
  1. Ensure an "A" day is entered into timekeeping.
  - \*2. Direct any questions to the Employee Benefits Unit (EBU) Commander regarding the administration of A-time.
  3. Complete a Recommendation for Disposition of Time Lost, Form 6 P.D.

- \*4. Complete a Request for Incident Review (RIR), Form 388 P.D.
- \*5. Follow the current written directive entitled, "Member Investigation, Discipline, and Appeals," relating to the disciplinary process and forward the member's Form 191, Form 6 and Form 388 to the Discipline and Accountability Division for review.



Stacey Graves  
Chief of Police

Adopted by the Board of Police Commissioners this 28<sup>th</sup> day of May, 2024.



Dawn M. Cramer  
Board President

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