



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-15

Effective: 01/17/16 Expires: 01/17/17 Replaces: 07/02/15

3-15 SCHEDULED AND UNSCHEDULED LEAVE

3-15-1 Policy

Department policy is to grant appropriate types of leave to eligible personnel in accordance with established city guidelines and requirements.

3-15-2 Rules

[7] A. Vacation and Compensatory Time Leave

1. Vacation and compensatory time requests are approved or disapproved by the immediate supervisor who shall ensure minimum manning levels are maintained.
2. Refer to SOP 1-11 for additional compensatory time guidelines.
3. Under no circumstance will compensatory time be donated or transferred to another individual.

[N/A] B. Non-Duty Disability Leave (Sick, Injury, Not in the Line of Duty, etc.)

1. Personnel may use accumulated sick leave for non-duty disability, injury, and illness or may request leave as provided by collective bargaining agreements.
2. Supervisors may require a written doctor's certification for any non-duty disability leave.
3. Any use of five or more consecutive days of sick leave will require a doctor's certification.
4. Personnel absent for ten consecutive work days or more due to sick leave or non-duty disability leave will:
 - a. Have a doctor's certification prior to returning to work.
 - b. Personnel will report to the Employee Health Center and may be required to undergo an examination by the medical staff prior to returning to work.
 - c. Supervisors will ensure that a leave request is submitted for each pay period.
5. Personnel who exhaust their accumulated sick leave may request, in writing, additional leave from accrued vacation, accrued compensatory time, or leave without pay.
6. Leave without pay for 5 days or less requires the approval of the Chief of Police. More than 5 days requires the approval of the Chief Administrative Officer. Collective bargaining agreements may provide variances for leave without pay requests.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-15

Effective: 01/17/16 Expires: 01/17/17 Replaces: 07/02/15

7. Personnel who require planned medical treatment, such as corrective surgery, physical therapy, pregnancy, etc., must advise their supervisor in the form of a letter to the Chief of Police. The letter shall include anticipated time lost from work for treatment and/or recovery, limitations on current duties or when any limitations will be imposed. The letter will be accompanied by a notice from the treating physician that will indicate: the person's ability to continue work, for how long, an estimate of when and how long the person will be absent, and any limitations on work assignments.
8. Personnel who are unable to perform their assigned duties because of non-duty disability, including maternity, may use accrued leave or my request additional leave without pay in accordance with the city Merit Ordinance, Personnel Rules, and Regulations, or applicable collective bargaining agreements.
9. The acceptable level of sick leave usage for employees will be 44% of the amount of leave accrued for one (1) year. For employees who work 40 hours a week and accrue eight (8) hours of sick leave per month, this will be 42 hours per calendar year. Sick leave usage over the specified percentage is considered overutilization and is just cause for disciplinary action.
10. Absences involving FMLA leave (i.e., hospitalization, out-patient surgery, serious illness or disability requiring long-term sick leave absences, including childbirth) or emergency leave will be exempt from the 44% standard. All absences require appropriate documentation.

[7] C. Injury in Line of Duty (ILD)

1. Personnel will promptly notify their immediate supervisor of any on the job injury or job-related illness.
2. On the job injuries or illnesses will also be reported to Risk Management through Medcor.
3. Injured personnel requiring medical care between 0700 and 1700 hours on weekdays will report to the Employee Health Center.
4. If a serious injury occurs or if the injury occurs at night or on weekends personnel will:
 - a. If Emergency – Call Albuquerque Fire Department paramedics.
 - b. If Non-Emergency – Call Medcor to recommend appropriate additional medical care including, but not limited to, treatment at an approved local emergency facility.
 - c. Report to, or have someone call, the Employee Health Center the next working day.
5. If personnel are admitted to a hospital for treatment of an injury, the medical doctor for the City of Albuquerque Employee Health Center, or his representative, must be notified at the time of admission or within a reasonable time.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-15

Effective: 01/17/16 Expires: 01/17/17 Replaces: 07/02/15

6. Treatment for work related injuries by personal primary care physicians or any other physicians not on the staff of the City of Albuquerque Employee Health Center is not authorized without the prior approval of the Health Center Medical Director. Authorization will be given if indicated for treatment by certified specialists who will be selected by the Medical Director.
7. If personnel are under treatment by an outside consulting physician, they will be required to be seen in the Employee Health Center following each visit with the consulting physician in order that the health center remains informed of their progress.
8. Injuries sustained in the line of duty will be photographed if they are a result of a criminal offense and/or the supervisor reasonably believes that photographs are vital to the criminal case.
9. In cases of injury involving a criminal offense, the Supervisor's Injury Investigation Report will contain the offense report number and the offender's name and address if known.
10. Supervisor's Responsibilities:
 - a. Supervisors will ensure that appropriate medical treatment is obtained.
 - b. Supervisors will investigate the injury or illness and complete the City of Albuquerque Supervisor's Injury Investigation Report. If the injury or illness does not require medical treatment, the supervisor will mark the report for "reporting purposes only," and report the injury to the Risk Management immediately, or the next working day if after hours or on weekends. This report must be submitted through the chain of command to the Claims Validation Unit within three working days
 - c. If the injury is the result of a shooting, the requirements of SOP 2-31 will be met also.
 - d. If the injury was a result of a traffic accident or criminal offense, a complete copy of all written offense and/or traffic accident reports will be submitted with the Supervisor's Injury Investigation Report to Risk Management via the chain of command.
11. Completion of Form P-30 Leave Request for ILD.
 - a. Personnel must submit a completed Form P-30 prior to returning to work. This requires:
 - i. Written approval by the City of Albuquerque Employee Health Center medical staff allowing personnel to return to work, and stating what, if any, limitations exist.
 - ii. Approval by the chain of command up through the bureau deputy chief/deputy director/area commander.
 - iii. Verification of time lost by Police Payroll personnel.
 - iv. Approval of Form P-30 by the Risk Management Department.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-15

Effective: 01/17/16 Expires: 01/17/17 Replaces: 07/02/15

v. Return of the remaining portions of Form P-30 to the Police Payroll office.

12. If the attending physician releases personnel back to full duty during a time when the medical staff of the Employee Health Center is not available, personnel will report to their next assigned shift. Personnel may be allowed to work assigned shifts until necessary individuals are available to complete the clearance process. This applies to personnel submitting a P-30 indicating either time lost or no time lost.
13. Supervisors of incapacitated personnel will ensure that the Form P-30 is submitted for each pay period where time has been or is being lost due to injury or illness in the line of duty. Time lost should be logged as Injury Leave on the Form P-30.
 - a. The Form P-30 must be submitted to Police Payroll and reach Risk Management by 1200 hours, Friday, the week preceding a pay day. If the Friday or Monday preceding a payday is a holiday, the Form P-30 must reach Risk Management by 1200 hours, Thursday, proceeding the city pay week.
 - b. Supervisors will ensure that the Form P-30 is submitted for each pay period when time is being lost by personnel required attend doctor appointments, physical therapy, work hardening programs, etc.
 - c. Personnel who are capable of submitting the Form P-30 themselves must make sure that one is submitted for each pay period as indicated above.
14. Failure to submit leave requests in compliance with this policy may result in a delay in pay.

[N/A] D. Military Leave

1. As provided for by state and federal law, every effort will be made to support employees who will need to be absent from work for reserve training. The guidelines for leave are:
 - a. Employees are authorized 15 calendar days per year (Military Fiscal Year - October to October).
 - i. Leave will be the equivalent of three work weeks (120 hours) and may be non-consecutive.
 - ii. Leave will be granted for any activity or training for employees who have active duty orders for up to fifteen calendar days. This will include any active duty training time and allowable travel time. Orders may not be available at the time of departure, but leave may still be authorized.
 - iii. Military leave will not be authorized for inactive duty training (IADT).
 - b. Employees will be allowed to attend regularly scheduled drills when notification is made 30 days in advance. Supervisors should try to allow employees to attend drill with less than 30 days notification.
 - i. Adjusted days off will be the preferred method.
 - ii. Compensatory time or vacation at employee's discretion.

[4]



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-15

Effective: 01/17/16 Expires: 01/17/17 Replaces: 07/02/15

- iii. Leave without pay will be used per City of Albuquerque Merit System Ordinance.
- c. Employees will notify their supervisors of their anticipated absences, to include regularly scheduled drills.
 - i. Supervisors may request a memorandum from the employee's unit Commander or NCOIC listing planned training activities.
 - ii. Drill dates may change on short notice.
 - iii. Every effort should be made to minimize the negative impact of absences on non-military members.
- d. A military liaison officer will be appointed by the Chief of Police.
 - i. He or she should be both a sworn police officer and commissioned officer in the guard/reserve.
 - ii. Liaison officer will ensure participation and be familiar with Employer Support of the Guard/Reserve programs.
 - iii. The military liaison officer will be available, in addition to normal duties, to coordinate and resolve problems between supervisor (whether military or department) and employee at the lowest, most informal level possible.
- [7] e. Military Leave with pay is authorized in accordance with the City of Albuquerque Merit System Ordinance.
 - i. Personnel requesting Military Leave will submit a P-30 Form with a copy of their military orders that direct them to active duty or active duty for training.
 - ii. Personnel shall notify their supervisors as far in advance as possible of expected active duty military requirements.
 - iii. Commanders are the approval authority for valid Military Leave requests and will ensure that military orders accompany the P-30 Form.
 - iv. Military Leave with pay is limited to 15 calendar days per calendar year.
- f. Military Leave with pay does not apply to personnel attending inactive duty training (commonly referred to as monthly drills or weekend drills).
 - i. Personnel having a conflict between department work hours and military inactive duty training hours will notify their immediate supervisors of such conflicts with as much notice as possible.
- [7] E. Paid Leave Status
 - 1. Personnel shall not submit time sheets, overtime slips, or compensation time slips; and supervisors shall not approve time sheets, overtime slips, or compensation time slips that result in personnel being compensated twice for the same work period.
 - a. An example of this would be working a tact plan during regularly scheduled hours as overtime while on vacation, compensation time, and/or sick leave.



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

SOP 3-15

Effective: 01/17/16 Expires: 01/17/17 Replaces: 07/02/15

2. Personnel shall not submit, and supervisors shall not approve, any documentation that indicates personnel are on more than one type of paid leave status for the same work period at any given time.
3. The only exception to this rule is when personnel are on paid leave and working Chief's Time. An employee on FMLA may not work Chief's Time. (See SOP 1-11)