

HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL		
Issue Date February 2021	Review Date February 2022	Directive Number 6.1.9
Accreditation Index:		Rescinds: Directive 6.1.9 of June 2020
Chapter: Six – General Procedures		Section: One – Organization & Management Role
Chief of Police: <i>John F. Viola</i>		

SUBJECT: REQUESTS FOR AND GRANTING TIME OFF

I. PURPOSE

The purpose of this directive is to establish the number of personnel to be excused from duty, to regulate time off when officers are scheduled for court appearances, and to establish procedure for the use of vacations, holidays and compensatory time by all members of the Department.

II. POLICY

The Department seeks to permit members to select time off while maintaining the operational integrity of the Department, as well as maintaining the safety of the officers and the citizens of Haverford Township.

III. DEFINITIONS

Three Working Days – for purposes of this Directive this phrase shall mean three working days as they apply to the individual officers work schedule.

IV. PROCEDURE

A. Annual Leave Time Earned

All time off shall be converted to hours and accumulated as detailed in the paragraphs that follow.

1. **Annual Leave** – All members shall have their time off for paid holidays, personal days, vacation leave, sick leave, and compensatory time converted to hours based upon the formula of 1 day = 8 hours Annual Leave for sworn officers and

Information Assistants, and 1 day = 7 hours for fulltime civilian office personnel.

2. **Paid Holidays** – Sworn officers shall earn one hundred and four hours (104) Annual Leave for Paid Holidays (13 days x 8 hours). Information Assistants shall earn one hundred and four hours (104) of annual in the following manner; twelve (12) paid holidays at eight (8) hours a day equaling ninety-six (96) hours, plus an additional four (4) hours for working Christmas Eve and four (4) hours for working New Years Eve for a total of 104 hours. Fulltime civilian office personnel shall earn twelve (12) paid holidays at seven (7) hours a day equaling eight-four (84) hours. Fulltime civilian office personnel shall earn an additional four (4) hours of Annual Leave for each day, when Christmas Eve and New Years Eve fall on a normal work day bringing the total Annual Leave hours to ninety-two (92) hours.
3. **Personal Days** – Sworn officers and Information Assistants shall earn sixteen (16) hours Annual Leave for Personal Days (2 days x 8 hours), fulltime civilian office personnel shall earn fourteen hours (14) Annual Leave (2 days x 7 hours).
4. **Vacation Leave** – Each week of earned vacation shall be converted to forty-eight (48) hours of Annual Leave for sworn officers (6 days x 8 hours); forty hours (40) of Annual Leave for Information Assistants (5 days x 8 hours); and thirty-five (35) hours of Annual Leave for fulltime civilian office personnel (5 days x 7 hours).
5. **Compensatory Time (Comp Time)** – Sworn officers and Information Assistants assigned to duty on twelve (12) hour shifts shall earn Comp Time at an annual rate of one hundred and four hours (104) of Annual Leave (13 days x 8 hours).

B. Annual Leave Time Off Used

1. The Department's objective is to have a minimum of six (6) patrol officers on duty every shift; however due to manpower shortages, training assignments, or other extenuating circumstances a minimum of five (5) patrol officers may work a shift under the following guidelines:

- a) Sunday through Thursday a platoon may work with a minimum of five (5) Patrol Division officers per shift on both the AM shift and the PM shift.
 - (1) Patrol supervisors may request approval for additional manpower when conditions or events pose officer safety concerns. This request shall be approved by the Patrol Division Commander or the Duty Commander.
 - b) Friday and Saturday AM shift platoons may work with a minimum of five (5) Patrol Division officers per shift.
 - (1) Patrol supervisors may request approval for additional manpower when conditions or events pose officer safety concerns. This request shall be approved by the Patrol Division Commander or the Duty Commander.
 - c) Friday and Saturday PM shift platoons shall work with a minimum of six (6) Patrol Division officers.
 - (1) Patrol supervisors are authorized to use overtime assignments to ensure the six (6) officer manpower allocation.
 - d) A maximum of three (3) patrol officers are permitted off per shift, regardless of whether the platoon strength is ten (10) officers or nine (9) officers unless authorization is received from the Patrol Commander for any additional personnel off.
2. Time off shall be scheduled using a 90/3 rule:
- a) Officers may request time off up to 90 days in advance;
 - b) Between ninety (90) days and three working (3) days (see definition on page 1) prior to the scheduled day off, three officers can be scheduled off;
 - c) If a member desires a day off after the three working day limit, the immediate supervisor has the authority to approve or disapprove the request depending on personnel strength for that date.
3. In the event that one of the three officers approved to be off has requested less than a full day off and another officer requests this date as a full day off the following rule shall apply:
- a) If the officer requesting this date as a full day off has submitted this request prior to three working days before the requested time off, the officer who has the approved

partial day off shall have the option to request the entire day off or he/she shall cancel the partial time off for that date.

- b) If this request for a full day off is received after the three working days time period the Sergeant shall deny the request for the full day off. The officer on a partial day off may, at his/her option, cancel his/her partial day off to permit the officer requesting the full day off the opportunity to have the full day off.
4. Vacation leave requests are scheduled by supervisors using seniority pick for prime vacation periods (1 June through the Sunday after Labor Day and 15 December through 31 December). Because of the differences in tours of duty for the Special Operations Unit and the Detective Division, the Division Commanders and Sergeants of those units shall maintain a schedule that will cover their units and ensure operational objectives. A vacation block is based on a Sunday through Saturday week. A vacation block for officers working twelve (12) hour shifts shall be based on a Monday through Sunday week.
- a) All work days within a vacation week must be taken off.
 - b) Time off designated as vacation time must be taken off and shall not be cancelled without approval of the Division Commander or the Chief of Police.
5. All Annual Leave time, as well as any other time off earned shall be used or projected to be used by December 15 of the year in which it was earned. Each member is responsible for using time off at a steady rate throughout the year. Time not used or projected by 15 December shall be lost unless an extension is specifically approved by the Chief of Police. It shall not be an excuse for an officer that there is not sufficient days available in the remainder of the year to comply with this Directive if the officer has not used time off responsibly throughout the year.
6. At no time shall more than one sergeant in a platoon be excused from duty except for extenuating circumstances with the approval of the Division Commander.

C. Requests for Time Off

- 1. It is the responsibility of each member of the Department to schedule their use of time off with their immediate supervisor.
- 2. Personnel requesting time off shall submit these requests using the Department Time Off Program on the Department computer network. All time off must be approved by a supervisor prior to taking the time off.

3. Any time off requests for an officer's current shift made during that shift shall be submitted to their immediate supervisor via the time off program before the conclusion of the shift.

D. Time Off When Subpoenaed to Court

1. Personnel notified and subpoenaed to appear in court shall not be granted time off except for a scheduled vacation period.
2. Should time off of any kind be granted, and later a subpoena is received to appear in court, and a continuance is not granted by the Court; the requested and granted time off shall be canceled and taken at another time.

E. Time Off For Time Owed (TOTO)

1. Time Off for Time Owed (TOTO) may be accumulated by members of this Department in certain circumstances. This time shall be compensated at the rate of time and one half under the same guidelines as if pay was requested. TOTO for continuation of a shift is not permitted by contract and shall not be awarded. Members shall only apply for overtime pay at the time and one half rate, or as stipulated by contract for continuation of duty.
2. Members may accumulate a maximum of 480 hours of TOTO. Any member that accumulates TOTO hours in excess of the 480 hour maximum must use those hours within 90 days of their accumulation. If any member fails to use the excess hours within the 90 day period, those hours will be assigned by the department as soon as possible. There will be no exception to this 90 day rule unless specifically authorized by the Chief of Police. All time off request procedures shall be followed by supervisors when approving the use of these excess TOTO hours submitted by their members.
3. TOTO requests, both for usage and credit, shall be submitted for approval to the member's immediate supervisor. These requests shall be submitted using the Department Time Off Program on the Department computer network.

F. Court Time

1. Officers will continue to be paid at one and one half times their hourly rate for court appearances during their off duty times when they are not required to report for duty at the evening shift (1800-0600 hours) following the court appearance. If the officer is required to report for duty at 1800 hours following the court appearance, that officer will be paid at time and one half for the first required four hours of the court appearance. If the court appearance exceeds four hours, all hours in excess of the four hours will be compensated as time off for time owed (TOTO) at a rate of one and one half times the actual hours worked. That

TOTO must be used to offset the starting time of the officer's shift following the court appearance.

2. See Section IV, paragraph D, subsection 1, and subsection 2 of this Directive (above) for Time Off procedures when a subpoena to appear in court has been issued to a member.

G. Military Leave

1. In accordance with Federal regulations officers shall be awarded fifteen (15) days of military leave per year regardless of the type of shift the member is working.
 - a) All members will submit a list of their scheduled week-end drill dates, and the dates of their annual (two week) training to their Division Commander as soon as the member receives these military orders.
 - b) When using the fifteen military days granted each year, the member will be counted as one of the total number of personnel permitted off in any platoon or unit.
 - c) In the event that three officers are scheduled off prior to the issued military orders Patrol supervisors are authorized to use overtime assignments to ensure the six officer patrol when applicable.
 - d) If any member requests the use of time off (annual leave or TOTO) for military training in excess of their allotted fifteen (15) military days the member must wait until they are within the ninety day rule before submitting the time off request. If the maximum numbers of officers are already approved to be off, the member must then request the time off with no pay for military leave. This request will be forwarded to the Division Commander for approval.
 - e) A request for military leave without pay will not be counted as one of the total number of personnel permitted off in any platoon or unit. Patrol supervisors are authorized to use overtime assignments to ensure the six officer patrol when applicable.

BY ORDER OF THE CHIEF OF POLICE