

Hamden Police Department General Orders

Policy Number: 028-009

Effective Date: July 01, 2012

Section: General Operating
Procedures.

Rescinds:

Title: Department Employee Time
Off.

Approved By:

Approval Date:

PURPOSE

To be able to properly control and supervise all employees of the Department.

POLICY

The Department will try to accommodate all employees whenever possible. The following guidelines will be followed to minimize time taken during working hours and address the practice of non-paid sick days.

Procedures

A. When on Duty.

1. There will be no appointments allowed during working hours for doctors, dentists, etc., except those that are considered an emergency.
2. If an appointment has to be made during working hours the employee will use sick time.
 - a. Which will be deducted for the amount of time employee is not a work.
3. A request for time off will be made in TeleStaff for emergency appointments. The employee will notify immediate supervisor for approval.
4. If an employee must leave early for any reason, the employee will enter request in TeleStaff and notify immediate supervisor.

B. Non-Paid Sick Days.

1. Employees who "book off" sick with no available "sick time" will be carried as absent without leave (AWOL). Upon notification of an employee who is AWOL, due to no available sick time, the progressive discipline procedure will commence.

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2. Requests for no pay sick leave, due to an emergency situation beyond the employee's control, will be granted on a case by case basis, with consideration being given to the employee's prior sick leave history.
3. Sick leave will NOT be taken from any other "time off account" after the occurrence.