



LOS ANGELES SCHOOL POLICE DEPARTMENT
SPECIAL ORDER



TITLE: LASPD POLICY SECTION
1006 – LEAVES OF ABSENCE;
UNSCHEDULED LEAVE OF
ABSENCE

NUMBER: 16-004

ISSUER: Office of the Chief of Police

DATE: April 28, 2016

ROUTING
All Department Employees

PURPOSE: Establishes new notification procedures when on-duty employees must go off-duty as a result of an unscheduled leave. It further establishes guidelines for notifications to the employee’s immediate supervisor and the Watch Supervisor, as well as, requirements for updating the LASPD Real Time Deployment system.

INSTRUCTIONS: Effective immediately the following notification procedures and supervisory notifications shall be followed when on-duty employees must go off-duty as a result of an unscheduled leave.

RELATED RESOURCES: LASPD Policy Section No. 1006 – Leaves of Absence

ASSISTANCE: If you have additional questions, contact the Office of the Chief of Police (213) 202-4509.



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Leaves of Absence

PURPOSE AND SCOPE

The following are employee and supervisory responsibilities as related to a leave of absence:

Responsibilities of Employees:

- Employees shall make every effort to adhere to normal working hours and avoid disruptions/ absences for personal reasons.
- Appointments for health reasons shall be scheduled during non-working hours when possible or at the beginning or end of the day to minimize disruptions to work schedules.
- Follow Department procedures for absences.

Responsibilities of Supervisors:

- Each supervisor is responsible for the positive control of absenteeism by maintaining an interest and involvement in each employee's welfare.
- Each supervisor shall communicate to all employees, especially new employees, the need and importance of maintaining a high level of attendance.
- Each supervisor is responsible for ensuring that any absence is properly reported.
- Each supervisor shall be responsible for maintaining records of absences and for submitting to the Payroll Unit, the proper verification forms relating to the employee's leave of absence.
- Each supervisor shall closely monitor the attendance records and provide counseling and guidance for employees who appear to be developing a problem with regards to attendance. They are responsible for developing and maintaining proper documentation, noting assistance and guidance, regarding poor attendance.

SCHEDULED LEAVE OF ABSENCE

Vacation Time: Employee's should submit a vacation request(s) to their immediate supervisor prior to the last day of the current deployment period.

Compensatory Time: Employee's should submit a compensatory request(s) to their immediate supervisor prior to the last day of the current deployment period.

Military Leave: Those employees seeking military leave shall be granted an unpaid military leave for inactive-duty training not to exceed 30 calendar days per fiscal year (22 eight-hour working days). The LAUSD will pay for active-duty training provided the employee requests a military leave (LAUSD Leave of Absence Form). Weekend drills are considered inactive duty. Those employee's ordered to attend military duty/training shall submit an Employee's Report (15.7) to their Commanding Officer detailing their leave request accompanied by the military order. Such orders shall indicate location and dates of training, and bear the signature of the person authorized (by the particular service branch) to activate orders.

Leaves of Absence

Weekend duty with National Guard/Reservist Units shall use off-duty, or vacation time to attend scheduled monthly drills. If such drills fall on the employee's regular work shift, their immediate supervisor shall make every attempt to change the employee's work schedule to avoid the necessity of using vacation time.

Leave of Absence: When an employee intends to be off-work for personal leave, bereavement leave, or any other planned absence they must complete and submit the appropriate paperwork to their immediate supervisor for approval. If a planned absence exceeds 20 consecutive working days (160 hours), in one or more deployment periods, the employee shall contact their Commanding Officer to request a formal illness leave and to complete the LAUSD Leave of Absence Request for Classified Employee's Form, the Attending Physician's Statement Form, and the Notice of Intent to Return to Work Form.

Note: Department personnel assigned to school sites should notify the school administrator, or their designee, of approved leaves of absence. If the officer is unable to notify the school administrator, or their designee, the employee's immediate supervisor should make the school administrator notification.

UNSCHEDULED LEAVE OF ABSENCE

Illness Absence: When calling in because of an illness, the employee shall advise the Watch Supervisor of the period of absence. In most instances, calling off-duty for more than one day at a time is unacceptable unless under a physician's care, hospitalized or on an illness leave.

An on-duty employee who must go off-duty as a result of unscheduled leave shall notify their supervisor. If the employee's supervisor is unavailable, the employee shall notify another on-duty supervisor assigned to the employee's Division or the Commanding Officer of the Division. The employee must also notify the on-duty Watch Supervisor. At no time shall an on-duty employee go off-duty without these notifications. The Watch Supervisor notified of the unscheduled leave shall ensure Real Time Deployment is updated.

Personal Necessity Absence: Notifications of intent to be absent for personal necessity shall be made as soon as possible (See Collective Bargaining Agreements).

Bereavement Leave: LASPD personnel are entitled to paid bereavement absence in the event of the death of an employee's immediate family member (Defined in the Collective Bargaining Agreements). Notifications of intent to be absent shall be made as soon as possible.

Unscheduled Vacation/Compensatory Leave: Vacation or compensatory time off should be submitted on the appropriate request form prior to the first day of the current deployment period in which the time off is requested.

Note: For employees assigned to a school site, a supervisor from the employee's Division of assignment should ensure the school administrator, or their designee, is notified of the absence.

INTRADEPARTMENTAL CORRESPONDENCE
Los Angeles School Police Department

April 28, 2016

TO: All Concerned Personnel

FROM: Chief of Police

SUBJECT: RECEIPT FOR SPECIAL ORDER

Attached you will find a copy of Special Order No. 16-004, regarding Policy Section 1006 - Leaves of Absence, 1006.1.2 - Illness Absence Unscheduled Leave of Absence

Your signature in the appropriate space below demonstrates both your acknowledgement of the above Special Order and receipt of your copy. Please return this receipt to your immediate supervisor, so it can be submitted to the Training Unit.

Print Name _____ Serial Number _____

Signature _____ Date _____

If you have additional questions, contact the Office of the Chief of Police (213) 202-4508.


STEVEN K. ZIPPERMAN
Chief of Police