



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



251.03 LEAVE TYPES AND USAGE 12-13-2024

PURPOSE

The purpose of this general order is to define leave of absence types and procedures for requesting a leave of absence.

POLICY

It shall be the policy of the Sacramento Police Department to process leaves of absence in compliance with applicable federal and state laws, the City of Sacramento's Civil Service Board (CSB) Rules, the City of Sacramento's Leave Administration Policy, and applicable labor agreements.

DEFINITIONS

A. Leave Types:

1. **BEREAVEMENT LEAVE** – Employee requests to be absent for the death of a family member as defined in the employee's applicable labor agreement.
2. **FAMILY CARE LEAVE** – Employee needs to be absent to care for an ill or injured qualifying family member, military caregiver leave, or for qualifying exigencies.
3. **MEDICAL LEAVE** – Employee needs to be absent for the employee's own serious medical condition.
4. **MILITARY LEAVE** – Employee is absent due to the employee's own military service in the armed forces including any ordered federal active duty, state full-time training duty, or national emergency.
5. **PARENTAL LEAVE** – Employee requests to be absent for the birth of their child or the placement of a child with the employee in conjunction with adoption or foster care.
6. **PERSONAL LEAVE** – Employee requests to be absent for any other reason not covered in any of the defined leave types.
7. **PREGNANCY DISABILITY LEAVE** – Employee is disabled by pregnancy, childbirth, or related medical conditions.

PROCEDURE

A. Requesting Leave

1. Refer to the City of Sacramento's Leave Administration Policy for general information.
2. Employees shall complete the Leave of Absence Request form and notify their chain of command and the Personnel Services Division (PSD) of their requested leave with as much notice as possible.
3. If the leave is foreseeable, the employee shall provide at least 30 days advance notice.
4. If the exact date of the leave is unknown (e.g., birth of a child or care of a newborn), the employee shall make notifications as soon as possible.

B. Continuous, Intermittent, and Reduced Schedule leave

1. For intermittent absences, the employee shall provide as much notice as possible to their chain of command.
2. PSD shall enter and approve all time for all department employees on a continuous leave of absence.
3. The employee shall be responsible for entering hours worked via the eCAPS timecard system while on an intermittent or reduced schedule leave of absence.
4. Employees who are used protected federal or state leave (i.e., Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), or Pregnancy Disability Leave [PDL]) shall report the appropriate time reporting codes via the eCAPS timecard system.

C. Military Leave

1. **Salary During Leave**
 - a. In accordance with Section 17 of the CSB Rules, city employees who have been employed by the city for one year or more of service, or who have a combination of city service and federal military



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- service equaling one year or more, are entitled to a maximum of 30-calendar days of military leave pay during any one fiscal year (July 1 – June 30).
- b. When leave is continuous and extends into the next fiscal year, the employee is limited to 30 paid calendar days of leave.
 - c. Employees may use any accrued leave balances (excluding sick leave) or may use the military absent without pay (MWP) time reporting code if absent for more than 30 calendar days.
2. Weekend Drills and Meetings
- a. Employees attending weekend drills or other forms of inactive duty service shall not be entitled to paid military leave. However, such employees may use any accrued leave balances (excluding sick leave) or MWP.
 - b. Employees shall request time off for weekend drills through their supervisors.
- B. Contingent upon the needs of the department, supervisors should allow employees to adjust their schedule within the workweek to accommodate weekend drills.
- C. Supervisors shall verify that the employee's reported time is correctly entered in the eCAPS timecard system and that the schedule has been updated in Versadex.
1. Time Charging
 - a. Days listed on the Federal Active-Duty Orders or State Full Time Training Duty Orders, including interim non-duty days (e.g., holidays and weekends) shall be counted as military leave.
 2. Military Orders
 - a. The employee's division manager shall ensure all military orders are reviewed and a copy is sent to the PSD to be placed in the employee's personnel file.
- D. BEREAVEMENT LEAVE
1. Employees may receive a maximum of 24 hours of city-paid bereavement leave pursuant to the employee's applicable labor agreement.
 2. Bereavement leave hours shall be documented on an employee's eCAPS timecard. Bereavement leave hours shall not be subtracted from an employee's leave accruals.
 3. Upon exhaustion of the maximum provided hours of city-paid bereavement leave, the employee may request to use of other accrued leave balances (including sick leave) in accordance with Appendix A: Special Leave of the CSB Rules.
 - a. Requests for special leave shall be approved through the employee's chain of command.