

# EAST LANSING POLICE DEPARTMENT

## POLICY AND PROCEDURE

**ORDER NUMBER:** 40-20  
**SUBJECT:** VACATION REQUEST GUIDELINES  
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**CHIEF OF POLICE:** \_\_\_\_\_

### 40.1 PURPOSE

To establish consistent vacation request guidelines to ensure a fair and equitable system that meets the needs of the department and the needs of the employees.

### 40.2 VACATION REQUEST GUIDELINES

- A. Vacation is defined as a minimum of five consecutive days off, at least one of which must be leave time other than a pass day. A vacation is further defined as leave time that has been granted and approved through the Police Administration. A Vacation Request Form must be filled out online and must receive approval from the designated shift/bureau commander in charge of approving a vacation request for the affected division of the department.
- B. The employee may only be granted up to five approved vacations per calendar year. Only one vacation may be requested, which coincides with a Michigan State University home football Saturday. The vacation request may be approved only after the staffing needs of the Department have been satisfied, based upon the circumstances and events that may confront the City. Additional vacation requests can be submitted and approved at the discretion of the Chief of Police.
- C. Vacation requests may be submitted up to nine months in advance providing the current shift bids are in place for that nine month period. This will allow enough time for the designated Supervisor to determine which shift the employee will be assigned to. Vacation requests will normally be approved on a first come, first served basis. With the submission of the online form, it is automatically date and time stamped which will allow the supervisory staff to determine who submitted the request first.
- D. However, there may be times when more than one employee requests a vacation for the same time period. If two or more employees submit a vacation request on the same calendar day, for the same time period, then the designated Supervisor will approve the vacation request based upon the seniority of the employees. Seniority will take precedence for vacation requests that are submitted on the same calendar day, if only one vacation can be approved for that time period.
- E. A vacation request may be submitted anytime **prior** to the 15<sup>th</sup> day of the

preceding month. If a vacation request is submitted and approved less than thirty days in advance the employee will not be paid the four hours of triple time if they are subpoenaed for any type of Court appearance. The language in the collective bargaining agreements will be adhered to.

- F. This policy does not limit the employee from using additional leave time at the shift or bureau level with the approval of the shift or bureau Supervisor. Additional leave time up to and beyond the approved vacation may be requested by the employee through their immediate Supervisor. The request may be granted by the Supervisor after the required and necessary staffing levels have been met. However, additional leave time up to and beyond the approved vacation that has only been approved at the shift or bureau level does not guarantee that the employee will not be ordered back to work on an overtime basis if needed. Leave time that is only granted at the shift or bureau level will subject the employee to possibly being called back to work on an overtime basis if needed.
- G. Vacation requests that have been granted and approved through the Police Administration will under normal and routine circumstances exempt the employee from being called back to duty. However, employees should always be aware that in the event of an emergency they could be called back to duty, even from an approved vacation.

#### 40.3 **NCAA BASKETBALL VACATION LOTTERY**

The purpose of the vacation lottery is to provide those officers that would like to plan for a vacation during the dates of the NCAA Men's basketball tournament an opportunity to do so. The following guidelines shall be followed as it pertains to the Vacation Lottery.

1. All sworn officers are eligible to submit a vacation request for time off during the NCAA Men's Basketball Final Four scheduled dates.
2. All vacation requests must be submitted prior to October 15<sup>th</sup> for the following March/April tournament.
3. The drawing will be held within one week after the final submittal date by the Chief of Police or his designee. The Chief of Police or his designee will announce by e-mail the date, time and location of the drawing ahead of time and all interested parties are welcome to view the drawing.
4. All eligible requests will be placed into a container and selected one at a time until 4 requests are chosen.
5. Those selected in the drawing shall be awarded their vacation request. Those selected are not eligible for four drawings after a winning drawing.
6. If 4 or less eligible officers submit a vacation request for the time off during the NCAA Men's Basketball Final Four scheduled dates, those eligible officers who submitted are automatically selected.
7. The potential exists that all 4 vacation lottery positions may not be filled by "eligible" officers. If this occurs, the remaining vacation lottery positions can be filled by "in-eligible" officers in a supplemental drawing, which will occur immediately after the first drawing. An "in-eligible officer" would be someone who had won the vacation lottery within the past 4 years. To qualify for the in-eligible drawing, an officer must have submitted their request prior to the October 15<sup>th</sup> deadline. All remaining requests will be placed into a container and selected one at a time until the total drawn from the first selection and the supplemental selection equal four.
8. Winning names are non-transferable. If you were selected and your plans fall through, you must notify your immediate supervisor and the Chief of Police as soon

as possible. If you were selected and withdraw your name, you are not eligible for four years.

9. No more than 2 supervisors will be authorized to take a vacation during the NCAA Final Four.
10. The Chief of Police or his designee will keep a list of who is eligible for the NCAA Men's Basketball Vacation Lottery drawing.

40.4 Police employees may be granted vacation up to 0600 hours the day of NCAA Final Four game regardless of shift. Police employees will not be granted vacation until 1830 hour the day FOLLOWING the NCAA Final game should Michigan State University still be in the tournament.