

DEPARTMENT GENERAL ORDER 01-10

OFFICE of the CHIEF OF POLICE
AMENDS: 300.28.04

DATE: November 20, 2001

RESTRICTIONS ON SALE/TRANSFER OF LEAVE TIME

I. PURPOSE.

To provide a guideline in regard to the sale and/or transfer of certain leave time from one department employee to another.

II. GENERAL PROHIBITIONS.

- A. No department employee may buy or sell accrued compensatory time or vacation leave.
- B. Compensatory time may not be transferred or traded between department members of a different rank.

III. EXEMPTION.

In the event of a family or medical emergency, members of the department may voluntarily donate accrued compensatory time to an employee in need. However, the recipient of such donations must have expended all available leave time credited for their personal use prior to being eligible to accept donated compensatory time. The transfer of donated compensatory time shall require the approval of the Chief of Police.

BY ORDER OF:

RICHARD T. MORRIS
Chief of Police

RTM:dld

CALEA Reference: 22.2.1