

WINONA POLICE DEPARTMENT

NUMBER: 109-05 PAGES: 2

EFFECTIVE DATE: July 27, 2004

SUBJECT: VACATION AND COMPENSATORY TIME OFF

1.0 PURPOSE:

It is the purpose of this general order to establish policy and procedures for the selection of vacation time by Supervisors and officers and for the use of compensatory time by Supervisors and officers of the Winona Police Department.

2.0 POLICY:

2.1 It is the policy of this department that the Supervisors will conduct an annual vacation poll for all officers and Supervisors of the department for the purpose of establishing an initial vacation leave plan. Such poll will be conducted in accordance with the procedures set forth in this general order.

2.2 Vacation selection for all officers of the department shall be based first on rank and then seniority. Vacation selection shall be based on seniority among members of equal rank. The highest ranking Supervisor on a shift or in a bureau shall have first choice. Similarly, the senior member of a shift and/or a bureau shall have first choice during the vacation polls.

2.3 One Supervisor and one member shall be authorized vacation leave at the same time, provided the shift and/or bureau remains adequately staffed.

2.4 Vacations which require supervisory replacement and additional compensation must be for periods of five or more vacation days.

2.5 During the absence of one Shift Supervisor, the other Shift Supervisor of that shift shall continue to work through his/her days off. If the absence appears to be over a prolonged period (17 days), it shall be up to the relief Supervisor to request that other arrangements be made by the Chief of Police. In all cases, there shall be a Supervisor on duty unless waived by the Chief of Police.

2.6 There shall be no restrictions on the length of accrued vacation time a member may request.

2.7 Compensatory time off for Supervisors will only be approved when another Supervisor is on duty and no additional compensation is required.

2.8 Request for compensatory time off for officers may be approved only when scheduled off-duty personnel replacement is not necessary.

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3.0 PROCEDURE:

3.1 Vacations polls for all members shall be as follows: First Choice: Each member shall be polled by seniority prior to January 15 for a choice of a vacation period between April 1 and March 31 of the following year. Second Choice: Each member shall be polled by seniority prior to April 1 for a choice of vacation period between April 1 and March 31 of the following year. Officers have the right to pass on either or both polls.

3.2 When the polls are completed, a copy of the vacation selection polls shall be forwarded to the Chief of Police prior to January 15 for the first choice and April 1 for the second choice.

3.3 The date for the actual conduct of the vacation polls shall be set at the discretion of the Shift and/or Bureau Commander, so long as all polls are completed prior to January 15 for the first choice and April 1 for the second choice.

3.4 Vacation requests after the polls have been completed shall be on a first come first served basis.