



NEW ORLEANS POLICE DEPARTMENT OPERATIONS MANUAL

CHAPTER: 22.3

TITLE: ANNUAL LEAVE

EFFECTIVE: 01/14/2018

REVISED: Replaces Policy 1013

PURPOSE

This Chapter governs the request and granting of annual leave for any employee of the New Orleans Police Department.

DEFINITIONS:

Employee—An individual who works for the NOPD and is either full-time or part-time and paid. This excludes volunteers and Reserve Officers.

Extended Annual Leave—Requested annual leave duration for greater than three (3) consecutive working days. If the working days are separated by regular days off (AWP) or a holiday but not broken by all or part of a working shift, they are considered consecutive within the meaning of this definition.

Annual Leave—A period of time for which the employee is paid but not required to work. Annual leave is also referred to as “furlough” or “vacation time”.

Emergency Leave—Annual leave that is requested with less than 24 hours’ notice before intended use.

REQUESTING ANNUAL LEAVE

1. Employees who have accrued, and wish to use annual leave, shall request permission in writing using NOPD Form 20.
2. The annual leave request shall be submitted at least 24 hours prior to its intended use. A request for annual leave that is submitted with less than 24 hours’ notice is considered **Emergency Leave** and must follow the guidelines in this Chapter for Emergency Leave.
3. Each employee shall be entitled to use a minimum of one year's accumulation of annual leave during any calendar year. When an employee entitled to annual leave makes a written request for leave, the responsible supervisor shall, within five (5) days after the date of the employee's request, either approve or disapprove the request in writing. If the request is denied, the supervisor shall grant, in writing, permission for use of the annual leave requested during an equivalent period within the six-month period following the

employee's request. This written permission shall be given to the employee within ten (10) working days after the request. (**Civil Service Rule VIII, Section 1.4 (e).**)

4. The request shall be submitted to the requesting employee's immediate supervisor for approval.
5. All requests for annual leave shall be forwarded through the requesting employee's chain of command to their respective Commander whether approved or disapproved for notification purposes.
6. All requests for use of annual leave, either approved or disapproved, shall be maintained in the employee's Personnel Jacket for a period of twelve months.
7. An employee shall not take annual leave without prior written approval from his/her supervisor. Approval for annual leave **shall not be automatic**.
8. Employees detailed from their regular assignment to a temporary assignment shall follow the requesting and approval process from the supervisor at the place of temporary assignment. If the requested annual leave period extends to the time the employee will return to his/her regular assignment, the employee shall also follow the requesting and approval process with his/her supervisor in his/her regular assignment.
9. Prior to granting approval of an annual leave request, reviewing supervisors shall ensure an employee has sufficient annual leave hours to cover the requested time off.
10. Annual leave shall be reported in the ADP payroll system for those hours taken.
11. Accrued annual leave shall not be deducted on holidays or AWP days which fall within the requested annual leave period.
12. When an employee wishes to cancel an approved / authorized annual leave, he/she shall notify his/her supervisor in writing using NOPD form 105, Interoffice Correspondence.
13. Employees requesting annual leave for a period of more than 24 working hours and/or for travel outside of the city more than 400 miles, shall include on the annual leave request a contact telephone number while out of town and destination location. The destination location must be a specific address, not just a city / town name. This information is to be restricted in the same manner as personally identifiable information and only to be used in the event of an emergency notification, activation of the emergency operations plan and/or recall of essential employees. (See: **Chapter 46.2 – Emergency Operations Plan.**)

DENIAL, REVOCATION, OR CANCELLATION OF ANNUAL LEAVE

14. Commanders and above may cancel an approved annual leave for cause. The reasons for the cancellation shall be noted on the original request form or in an Interoffice Correspondence (105) to the requesting employee. When notified that a previously approved annual leave has been cancelled, an employee shall report for duty as ordered.
15. Employees of the department may have a request for annual leave or a previously granted annual leave denied, revoked, or cancelled in the event of an emergency incident.

16. Employees are also subject to recall during “extraordinary circumstances” as deemed necessary by the Superintendent of Police, or his/her authorized designee. Extraordinary circumstances shall include, but are not limited to:
 - (a) The formation of a tropical storm or hurricane within the Gulf of Mexico.
 - (b) Natural disasters (flood, tornado, wildfires, etc.).
 - (c) Man-made disasters (HazMat spill, conflagration, etc.).
 - (d) Terrorist activity or suspected terrorist activity (mass casualty, bomb, active shooters, etc.).
 - (e) Civil disturbances (riot, large scale demonstration, etc.).
 - (f) Any other event declared to be an emergency by the Superintendent of Police or his/her designee.

EMERGENCIES DECLARED BY THE SUPERINTENDENT

17. An event that has been declared to be an emergency by the Superintendent of Police is an event that impacts police services to the public over multiple shifts. This includes all special events that require an operations plan and reallocate staffing outside respective bureaus for support (e.g. Mardi Gras, New Year's / Sugar Bowl, Bayou Classic).
18. The fact that an event that has been declared to be an emergency by the Superintendent does not mean it cannot be an annual, reoccurring event (e.g. Mardi Gras).

REQUESTS FOR ANNUAL LEAVE DURING AN EMERGENCY

19. An event that has been declared to be an emergency by the Superintendent does not preclude the granting of annual leave. An employee requesting annual leave during an event declared to be an emergency by the Superintendent must expressly state in an interoffice correspondence (105), attached to the Form 20, the reasons why the request is being made and the reasons or facts in support of the request. The annual leave request and supporting 105 shall be forwarded through the requesting employee's chain of command for approval or disapproval but must be forwarded to the Superintendent of Police for a final determination within 48 hours of the request submission.

EMERGENCY INCIDENTS DECLARED BY THE CITY

20. Employees of the department shall have their annual leave denied, revoked, or cancelled at an alert level three or higher. (See the NOPD Emergency Operations Plan for alert levels).
21. Once an employee is informed of an alert level three emergency incident by any NOPD supervisor or through the public media, he/she shall immediately contact their supervisor, or a supervisor at his/her unit of assignment for instructions.
22. If an employee cannot contact his/her supervisor or a supervisor at his/her unit of assignment for instructions, the employee shall do one of the following at the earliest possible moment:
 - (a) Report for duty at their normal place of assignment; or
 - (b) Report for duty at any of the Major Field Command Posts. (See the NOPD Emergency Operations Plan for locations)
23. If an employee cannot return to the city due to road closures, flooding, etc., the employee shall do one of the following at the earliest possible moment:
 - (a) Report for duty at the Major Field Command Post located outside the city (See

- the NOPD Emergency Operations Plan for the location); or
(b) Report to the closest Louisiana State Police Troop and request assistance in returning to the city.

24. Only the Superintendent of Police can grant an annual leave request once the emergency incident is raised to a Level 3 or higher. Any annual leave request made during a City Emergency shall follow the same procedure as those for event emergency declared by the Superintendent.

EMERGENCY LEAVE

25. A request for annual leave made within 24 hours of its intended use is considered **Emergency Leave**.
26. Except for the notification requirement, the guidelines outlined for annual leave shall apply and be followed for Emergency Leave.
27. The request for Emergency Leave must state, on the Form 20 or an attached interoffice correspondence (105), the reason for the request, in detail and explain why the request is being submitted with less than 24 hours' notice.
28. Due to the nature of the request and the abbreviated notification period, supervisors are to expedite the request for Emergency Leave thru the regular process and chain of command.