

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
1601.2, AUTHORIZED/UNAUTHORIZED ABSENCE FROM DUTY**

EFFECTIVE:	05/30/2017
RESCINDS:	1601.1
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	PROFESSIONAL STANDARDS DIVISION COMMANDER
ACCREDITATION CHAPTERS:	NONE
CHIEF OF POLICE:	JOHN W. MINA

1. AUTHORIZED ABSENCE FROM DUTY
2. UNAUTHORIZED ABSENCE FROM DUTY

PURPOSE: The purpose of this directive is to enumerate those circumstances for which an absence from duty can be authorized and to provide the procedures which are to be followed in the event of an unauthorized absence.

The provisions of this directive in no way add any additional benefits nor do they amend or rescind the existing provisions for the use, application, or approval of the various categories of authorized leaves of absence.

1. AUTHORIZED ABSENCE FROM DUTY

Under applicable circumstances and after obtaining the appropriate authorization an employee may legitimately be absent from duty for the following:

- a. Accrued or advanced sick or personal leave (including sick bank time)
- b. Applicable managerial or administrative leave
- c. Pre-authorized extraordinary leave
- d. Leave as provided under the Civil Service Code
- e. When an application for pension, special leave, etc. is pending according to proper policy and civil service codes (The employee may be placed in a no pay status if all available time, i.e., accrued sick/personal leave is exhausted.)
- f. Military leave
- g. Authorized Absence as provided for in any applicable collective bargaining agreements
- h. Administrative Relief of Duty with Pay
- i. Suspension with or without pay
- j. Leave as provided under the Federal Family and Medical Leave Act (FMLA), as outlined in City Policy and Procedure 808.25
- k. Any other leave authorized by City policy

Any employee absent from work in excess of thirty calendar days due to Layoff, Leave of Absence, Relief of Duty, Reinstatement following disciplinary action, etc., may be required to successfully complete a return-to-work physical administered by the City and complete any training as needed to meet law enforcement certification requirements.

1.1 NEW EMPLOYEES' LEAVE FOR INJURY/ILLNESS

The Training Section Commander is authorized to grant no pay hours to sworn employees who are sick during their first 90 days of employment, if their illnesses/injuries are nonduty related. (Use of leave for new sworn employees who suffer duty-related injuries shall be in accordance with the provisions of the collective bargaining agreement.) Upon notification from the Training Section Commander, the new sworn employee's affected section commander will provide remarks on a pay sheet reflecting no pay hours as authorized above.

Section commanders are authorized to grant no pay hours to nonsworn employees who are sick during their first 90 days of employment, and they will provide remarks on a pay sheet reflecting no pay hours as authorized above.

Said no pay hours cannot be granted for more than 16 hours per occasion nor total more than 24 hours during the initial 90 days.

Leave requests exceeding these limits within the first 90 days of employment must be approved by the Chief of Police.

2. UNAUTHORIZED ABSENCE FROM DUTY

Employees shall not be absent from duty for any reason other than those listed in Section 1. The following procedures shall be followed in cases involving unauthorized absences.

2.1 INITIATION OF INOI

If an employee is absent from duty for any reason other than an approved authorized absence, the employee's immediate supervisor shall immediately initiate an INOI.

2.2 NO PAY STATUS

The employee's immediate supervisor shall contact the employee and inform him or her that the absence is unauthorized and that unauthorized leave must immediately result in a no pay status.

2.3 COUNSELING THE EMPLOYEE CONCERNING OPTIONS

The supervisor shall counsel the employee as to the available options should he or she be unable to return to work and document that counseling was conducted.

2.4 CONTINUED UNAUTHORIZED ABSENCE

If the employee continues to be absent without appropriate authorization, he or she may be terminated.

2.5 REQUEST FOR ADVANCE PERSONAL LEAVE

If the sworn employee has made a request for advance personal leave with the Civil Service Board, he or she will not be terminated until the Board has had the opportunity to act on the request. (Any advanced time must be paid back if the request is denied.)

Civilian employees shall refer to City P&P 808.15, Personal Leave Policy, or the appropriate bargaining unit agreement for the procedure to request advanced personal leave.

2.6 CITY PHYSICIAN

The unwillingness of the City Physician to certify an employee as fit to work due to medical incapacity will not necessarily prevent or delay the termination of an employee who is not in an authorized leave status.