

HONOLULU POLICE DEPARTMENT

POLICY HUMAN RESOURCES AND TRAINING

March 27, 2019

Policy Number 3.07

ANNUAL VACATIONS

POLICY

Employees of the Honolulu Police Department shall follow this directive for the scheduling of annual vacations.

PROCEDURE

I. Element Commanders

- A. During the month of November, the commanding officer of each departmental element shall prepare a vacation schedule for all assigned personnel.
- B. Vacation schedules shall be prepared in accordance with the following:
 1. It is recommended that no more than ten percent of the divisional strength be granted vacation at the same time.
 2. Whenever vacation requests for the same period are submitted by a greater number of officers or employees of the same grade than may be absent at one time, those officers or employees longest in service, as determined by the date of original appointment to the department, shall be given preference. This provision affects those employees whose collective bargaining contract fails to provide for vacation scheduling.

3. Personnel whose collective bargaining contract provides for vacation scheduling shall be scheduled in accordance with the terms of the contractual arrangements between their collective bargaining unit and the employer.
4. Personnel who are members of collective bargaining units may accumulate vacations in accordance with the terms of the contractual arrangement between their collective bargaining unit and the employer.
5. Personnel who are not members of collective bargaining units may accumulate their vacations.

However, to accumulate more than 15 days per year, written approval from the Chief of Police is required.

- C. Completed vacation schedules are to be posted on employee bulletin boards.

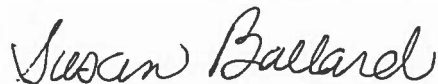
II. Employees

- A. Routine requests for vacation should be submitted through channels on a form as prescribed by the director of the Department of Budget and Fiscal Services at least one week prior to the scheduled date of commencement.
- B. Advance notices may be waived in emergency situations; however, approval must first be obtained from the element commander before the leave is taken. If for a period of more than one day, a request shall be submitted through channels.
- C. Employees are expected to take vacation leave annually.

- D. For administrative purposes, employees engaged in shift work with rotating days off shall submit a calendar with their requests for vacation. The calendar shall be appropriately marked by the day as to the type of leave to be taken, e.g., vacation, day off, etc.
1. If the annual vacation is to run concurrently with other leaves, such as administrative and/or compensatory time, etc., the calendar shall also be marked appropriately.
 2. All such additional leaves other than vacation, e.g., administrative and/or compensatory time off, etc., shall also be entered in the "Additional Explanation" section of the application form.
 3. All leaves to be taken concurrently other than annual vacation shall be scheduled prior to the actual commencement of vacation time.

III. Intradepartmental Transfers

In intradepartmental transfer situations where an employee has not taken annual vacation prior to transfer, it shall be the responsibility of the commander who receives the transferred employee to assign an appropriate date consistent with the vacation schedule of that operating unit.



SUSAN BALLARD
Chief of Police

Post on bulletin
board for one week

Policy first issued
March 29, 2002