

	Operational General Order	1.10 End of Service Leave	PAGE 1 OF 2
	SUBJECT		EFFECTIVE DATE
	Virginia Beach Police Department General Order		04/18/2017
			ORIGINATOR/REVIEW
DISTRIBUTION		CALEA:	Uniform Division
ALL			
BY THE AUTHORITY OF THE CHIEF OF POLICE: <i>PWN</i>			

Purpose

To provide guidelines for supervisors in considering end of service leave requests and to ensure consistency in the administration of leave procedures throughout the department for all personnel.

Definition

End of service leave occurs when an employee takes leave immediately prior to separation from employment and ending on the date of separation, when the separation is known in advance, as in the case of voluntary resignation or service retirement.

Policy

End of service leave may be granted up to, but not to exceed, three consecutive months. Employees who are separating from the organization due to resignation or retirement may request up to a maximum of three consecutive months compensatory leave as the final period of active employment. Limited exceptions to allow the use of annual leave or paid time off (PTO leave) in addition to compensatory leave may be granted by the Chief of Police on a case-by-case basis, not to exceed the maximum three consecutive months of permissible end of service leave. If any additional accrued and unused annual leave or paid time off (PTO leave) is remaining at the time of separation, this leave will be paid out at the time of separation (up to the maximum accrual allowed by City Annual Leave Policy).

Except in the case of compensatory leave, approval of scheduled end of service leave is made at the discretion of the commanding officer, in consultation with the Division Commander and/or the Chief of Police, with consideration given to both the rights and needs of the employee, as well as the department's operational and staffing needs to provide service of acceptable quality and quantity for the public. Employees are encouraged to manage their leave balances and to coordinate a leave schedule with their supervisors. While this practice should occur routinely, it is particularly critical for planning purposes in the final twelve month period of employment. Full utilization of an employee's entire accrued leave balances in the consecutive weeks or months immediately prior to separation may not always be possible.

In the case of resignation, it is requested that employees provide at least fourteen days' notice. Work time charged to annual, compensatory or paid time off (PTO leave) does not constitute notice served.

Secondary Employment

Employees who wish to perform secondary employment during their end of service leave must comply with Administrative General Order 2.14 (Off Duty Employment) and submit Form PD-51 to the precinct/bureau commander for approval.

Fitness for Duty Upon Reinstatement

Should an employee request to return to active employment after more than forty-eight consecutive hours of end of service leave, a return to work authorization from the employee's personal physician or from Occupational Health Services will be required before returning to work.

References:

City Policy 1.03 (Employment in Second Jobs)

City Policy 2.02 (Overtime)

City Policy 3.01 (Annual Leave)

City Policy 3.10 (Sick Leave)

City Policy 3.14 (Paid time Off)

City Policy 6.12 (Resignations)