

FISCAL GROUP

NOTICE
3.5

October 19, 2022

TO: All Concerned Commanding Officers

FROM: Commanding Officer, Fiscal Group

SUBJECT: POSSIBLE LOSS OF ACCUMULATED VACATION – SWORN EMPLOYEES

Attached is a roster of sworn employees in your division who are in danger of losing vacation hours at the beginning of 2023. The balance of vacation hours reflected on this roster is the same vacation hours balance on the employees' check stub dated September 24, 2022 (distributed October 5, 2022). Sworn employees are permitted to carry three times their annual accrual at any point in time. Vacation hours accrued during calendar year 2022 will be credited to sworn employees on the paycheck for the Pay Period Ending (PPE) January 14, 2023. In accordance with the Memorandum of Understanding for Lieutenants and Below (MOU 24), Captains and above (MOU 25), and Municipal Police Officers Representation Unit (MOU 28), the following are the maximum accumulated vacation balances sworn employees may have on PPE January 14, 2023, without losing time:

<u>Length of Service</u>	<u>Annual Accrual</u>	<u>Maximum Balance before New Accrual</u>	<u>Maximum Vacation Balance January 1, 2023</u>
Less than 2 years	120	240	360 hours
Two to nine years	128	256	384 hours
10 years or more, but less than 30 years	192	384	576 hours
30 years or more	200	400	600 hours

Employees (**including those who are assigned to home with pay**) with vacation balances greater than two times the annual accrual must **use** the excess vacation time **no later than January 14, 2023**. Vacation time used during the pay period including January 1, 2023 through January 14, 2023 must be accurately reported on the Deployment Planning System (DPS) Time Sheets and sent to the payroll system for that pay period or it will be lost. Lost vacation time will automatically be deposited in the catastrophic illness or injury time bank and cannot be restored. Employees scheduled to retire in January 2023 will not be compensated for vacation hours accumulated beyond the above limits.

Sworn employees who are unable to use excess vacation time due to an **approved** Injured on Duty (IOD) status and employees on a military deployment that has been approved by the City Council for special benefits may receive payment of the excess vacation hours to avoid loss. **Sworn employees on long-term sick status, including those employees awaiting approval of their IOD claim, must use any excess vacation hours to avoid losing vacation time.** **Additionally, employees choosing to supplement their state rate payments with benefit time must choose to use vacation hours to avoid losing hours.** Commanding officers should make every possible effort to schedule vacation time off for employees who have been IOD (or military leave) during the calendar year. If a sworn employee returns to duty prior to January 14, 2023, and has reasonable time to use all or a portion of vacation hours that would be lost, the employee should be scheduled for a vacation to avoid losing hours. The examples below may be applied to either IOD or military leave statuses.

Example No. 1: A sworn employee with four vacation service years credit has a vacation balance of 320 hours (excess of 64 hours over the two years accrual) and is currently on IOD status. The employee is expected to return to duty on January 3, 2023. Because there is sufficient time for the employee to use vacation hours to avoid its loss, the employee shall be scheduled to be on vacation during the second two weeks of DP 13-2022 (January 1, 2023 to January 14, 2023). Fiscal Group (FG) will not process a payment to pay the employee for excess vacation hours.

Example No. 2: The same employee in Example No. 1 is expected to return to duty on January 10, 2023. Since the employee only has enough time to use 32 hours of vacation prior to January 14, 2023, FG will process a payment to the employee for 32 hours of excess vacation time.

The above examples are based on an employee assigned to the 5/40 work schedule during the Deployment Period in which the employee returns to work. It also assumes that the employee will be scheduled as HO 8.0 for December 26, 2022 and January 2, 2023. In all cases, an Intradepartmental Correspondence, Form 15.02.00, to FG is required to request payment of excess vacation hours for employees on IOD status. Fiscal Group will assess on an individual basis whether payment is warranted.

Time Sheet Correction Report, Form 02.30.00, affecting vacation hours used in calendar year 2022 must be submitted to FG by Tuesday, January 10, 2023, to ensure proper credit to the employee's accumulated vacation balance. **All** vacation time reported, including Time Sheet Corrections received for 2022 after payroll process closing for PPE January 14, 2023, for any reason, will be charged to 2023. Commanding officers must ensure that the employees listed on the attached roster are made aware of the potential loss of vacation hours if not used timely. ***Once vacation time is lost, there is no provision that allows the Department to restore it.***

All Concerned Commanding Officers

Page 3

3.5

If you have further questions or concerns regarding this matter, please contact Tracie Mathis, Payroll Supervisor, at (213) 486-8500.



TRINA UNZICKER, Police Administrator II
Commanding Officer
Fiscal Group

APPROVED:



DANIEL RANDOLPH, Deputy Chief
Chief of Staff
Office of the Chief of Police

Attachment

DISTRIBUTION "B"