

OFFICE OF THE CHIEF OF POLICE

MEMORANDUM NO. 1

August 25, 2020

SUBJECT: 2021 DEPLOYMENT AND VACATION SCHEDULES

This Memorandum activates the 2021 Deployment and Vacation Schedules, Los Angeles Police Department Temporary Numbers 101 and 70.

To ensure sufficient deployment, commanding officers shall assign vacations so that 12 percent or less of their personnel are concurrently on vacation at any given time. Additionally, commanding officers shall ensure that vacations for supervisory personnel do not surpass the 12 percent limit. Any necessary deviation will require the approval of the respective bureau commanding officer or equivalent.

Exception: Military leave shall not be included in the percentage allotted for vacations. The Chief of Staff will coordinate vacation schedules for the Direct Reports to the Chief of Police. Bureau commanding officers are responsible for approving the vacation schedules for subordinate commanding officers, including other personnel under the bureau commanding officers' direct commands. Commanding officers will oversee the vacation schedules of all subordinate personnel within their individual commands.

All commanding officers should be cognizant of the provisions outlined in Department Manual Sections 3/726.30 through 3/726.95 and Memorandum of Understanding No. 24 Article 7.1.1 relating to seniority, grouping of certain ranks and positions, vacation periods of transferred employees, etc. Bureau/Group commanding officers shall periodically audit the vacation schedules of the entities within their commands to ensure that the maximum allowable percentage is not exceeded. Vacation schedules are required to be posted no later than November 1, 2020.

Any questions regarding this Memorandum shall be directed to Employee Relations Group, at (213) 486-7600. The attached forms will be available on the Department Local Area Network under Calendars, Deployment and Vacation schedules and Deployment Calendars.



MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION "B"

2021 DEPLOYMENT SCHEDULE

13 DEC 20, 2020 - JAN 16, 2021

	S	M	T	W	Th	F	S
A	20	21	22	23	24	25	26
B	27	28	29	<u>30</u>	31	1	2
C	3	4	5	6	7	8	9
D	10	11	12	<u>13</u>	14	15	16
						2	2

3 MAR 14, 2021 - APR 10, 2021

	S	M	T	W	Th	F	S
A	14	15	16	17	18	19	20
B	21	22	23	<u>24</u>	25	26	27
C	28	29	30	31	1	2	3
D	4	5	6	<u>7</u>	8	9	10
						0	1

6 JUN 6, 2021 - JULY 3, 2021

	S	M	T	W	Th	F	S
A	6	7	8	9	10	11	12
B	13	14	15	<u>16</u>	17	18	19
C	20	21	22	23	24	25	26
D	27	28	29	<u>30</u>	1	2	3
						0	1

9 AUG 29, 2021 - SEP 25, 2021

	S	M	T	W	Th	F	S
A	29	30	31	1	2	3	4
B	5	6	7	<u>8</u>	9	10	11
C	12	13	14	15	16	17	18
D	19	20	21	<u>22</u>	23	24	25
						1	1

12 NOV 21, 2021 - DEC 18, 2021

	S	M	T	W	Th	F	S
A	21	22	23	24	25	26	27
B	28	29	30	<u>1</u>	2	3	4
C	5	6	7	8	9	10	11
D	12	13	14	<u>15</u>	16	17	18
						1	1

1 JAN 17, 2021 - FEB 13, 2021

	S	M	T	W	Th	F	S
	17	18	19	20	21	22	23
	24	25	26	<u>27</u>	28	29	30
	31	1	2	3	4	5	6
	7	8	9	<u>10</u>	11	12	13
						1	1

4 APR 11, 2021 - MAY 8, 2021

	S	M	T	W	Th	F	S
	11	12	13	14	15	16	17
	18	19	20	<u>21</u>	22	23	24
	25	26	27	28	29	30	1
	2	3	4	<u>5</u>	6	7	8
						0	1

7 JULY 4, 2021 - JULY 31, 2021

	S	M	T	W	Th	F	S
	4	5	6	7	8	9	10
	11	12	13	<u>14</u>	15	16	17
	18	19	20	21	22	23	24
	25	26	27	<u>28</u>	29	30	31
						1	1

10 SEP 26, 2021 - OCT 23, 2021

	S	M	T	W	Th	F	S
	26	27	28	29	30	1	2
	3	4	5	<u>6</u>	7	8	9
	10	11	12	13	14	15	16
	17	18	19	<u>20</u>	21	22	23
						1	1

13 DEC 19, 2021 - JAN 15, 2022

	S	M	T	W	Th	F	S
	19	20	21	22	23	24	25
	26	27	28	<u>29</u>	30	31	1
	2	3	4	5	6	7	8
	9	10	11	<u>12</u>	13	14	15
						2	2

2 FEB 14, 2021 - MAR 13, 2021

	S	M	T	W	Th	F	S
	14	15	16	17	18	19	20
	21	22	23	<u>24</u>	25	26	27
	28	1	2	3	4	5	6
	7	8	9	<u>10</u>	11	12	13
						1	1

5 MAY 9, 2021 - JUN 5, 2021

	S	M	T	W	Th	F	S
	9	10	11	12	13	14	15
	16	17	18	<u>19</u>	20	21	22
	23	24	25	26	27	28	29
	30	31	1	<u>2</u>	3	4	5
						1	1


8 AUG 1, 2021 - AUG 28, 2021


	S	M	T	W	Th	F	S
	1	2	3	4	5	6	7
	8	9	10	<u>11</u>	12	13	14
	15	16	17	18	19	20	21
	22	23	24	<u>25</u>	26	27	28
						1	1


11 OCT 24, 2021 - NOV 20, 2021

	S	M	T	W	Th	F	S
	24	25	26	27	28	29	30
	31	1	2	<u>3</u>	4	5	6
	7	8	9	10	<u>11</u>	12	13
	14	15	16	<u>17</u>	18	19	20
						1	1

 HOLIDAYS-CIVILIAN

 DAYS OFF IN LIEU OF HOLIDAYS-SWORN (5/40 schedule)

 DAYS OFF IN LIEU OF HOLIDAYS-SWORN (4/10 schedule)

 PAY PERIOD ENDS

 PAY DAY

*Note: Sworn employees on the 9/17 and 3/12 schedules have 1 floating holiday to be used only during DP 11. Sworn employees assigned to administrative assignments shall use this holiday in conjunction with a scheduled City holiday.

**Note: For sworn employees on the 4/10 or 5/40 schedule, for DP 13, 2021, one holiday SHALL be scheduled in 2021 and one in 2022.

2021 VACATION SCHEDULE

DIVISION OR UNIT	DEC		JAN		FEB		MAR		APR		MAY		JUN		JUL		AUG		SEP		OCT		NOV		DEC		Jan-2022						
	20	27	3	10	17	24	31	7	14	21	28	4	11	18	25	1	8	15	22	29	5	12	19	26	1	8	15	22	29				
# VAC DAYS	13 [2]		1 [1]		2 [1]		3 [1]		4 [1]		5 [1]		6 [1]		7 [1]		8 [1]		9 [1]		10 [1]		11 [1]		12 [1]		13 [2]						
	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	
LAPD TEMP NO. 70	13 [2]		1 [1]		2 [1]		3 [1]		4 [1]		5 [1]		6 [1]		7 [1]		8 [1]		9 [1]		10 [1]		11 [1]		12 [1]		13 [2]						
	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	A	B	C	D	
CIVILIAN HOLIDAYS	JAN 25	1	JAN 18		FEB 15		MAR 29		MAY 31		JUL 5		SEP 6		OCT 11		NOV 11		NOV 25	26													

SWORN HOLIDAYS (6/60 SCHEDULE) ARE IN PARENTHESES NEXT TO DP NO.
Version (05/26/20)