



APPLYING FOR & GRANTING LEAVE/MINIMUM STAFFING

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Contents:

- I. Leave Policy
- II. Guidelines for Requesting and Granting Leave
- III. Procedures for Minimum Staffing
- IV. Cancellation

I. POLICY

The State Employees' Handbook with the Comptroller's Office Supplement covers all leave types for police and civilian personnel. Both the Comptroller's Office Supplement and the Field Enforcement Division Rules and Regulations Manual are intended to be a general guide and are not intended to be all-inclusive. More specific legal references can be found in the Maryland State Personnel and Pension Article and Code of Maryland Regulations (COMAR), Title 17, Subtitle 04.

II. GUIDELINES FOR REQUESTING AND GRANTING LEAVE

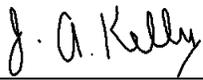
- A. The following guidelines have been established for Field Enforcement Bureau personnel when requesting and granting leave.
 - 1. All employees will request leave in some form of writing to their immediate supervisor. Employees requesting any type of leave for extended periods of time (one or more weeks) must request the leave thirty (30) days prior to the date, which is being requested off. Employees requesting leave in increments of four days or less must submit requests to their immediate supervisor five (5) business days prior to the first date which is being requested. Employees planning to utilize sick leave for medical appointments for themselves or for immediate family members must give their supervisor reasonable notice of the date of the appointment.
 - 2. Immediate supervisors are authorized to grant or deny leave requests. In determining whether leave will be granted, the supervisor will take into consideration manpower assignments for the requested date(s).
 - 3. If the employee is unable to report for work because of an illness or illness of an immediate family member, the employee must call their supervisor or the designated call in location prior to the beginning of their shift.
 - 4. Supervisors will maintain verification of actual hours worked through periodic contact with employees in the field.

III. PROCEDURES

The Field Enforcement Division is responsible for conducting various types of criminal investigations, which can be time sensitive, involve extended work hours, which could include working during evening hours and weekends.

- A. To ensure adequate safety for field personnel, and to assure that the mission and goals of the Field Enforcement Division are being met, the following procedures will be followed for minimum staffing:
1. Day shift will require a minimum of 25% of the law enforcement personnel to be on duty.
 2. Evening shift will require a minimum of two (2) law enforcement personnel to be on duty.
 3. Approval to utilize an inspector or administrative sworn personnel, to fulfill staffing requirements, must be approved by the Agent in Charge, Inspector in Charge, Deputy Director, or the Director. Notifications to utilize persons not normally assigned to these duties should be made in a timely manner if the situation allows, and in accordance with any applicable labor agreements.
 4. If staffing problems are identified, the Agent in Charge should be notified immediately.
 5. **Minimum staffing requirements will be maintained prior to/and after designated State holidays, and during the month of December.**

IV. **CANCELLATION:** None.



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