
Purpose

This policy sets forth guidelines for the use of earned paid time off (PTO) by Bemidji Police Department Employees.

Policy

The Bemidji Police Department recognizes the importance of an employee's time away from work. The BPD will work diligently to provide a balance of approved paid time off and adequate shift coverage.

Scope

This policy governs the use of paid time off (PTO) by Bemidji Police Department Employees beyond those established in the current City of Bemidji Paid Time Off Policy #201.409. This policy is not intended to hinder compliance with the Americans with Disabilities Act (ADA) or Family and Medical Leave Act (FMLA).

Paid Time Off (PTO) Use

- A. PTO leave requests will be considered according to employee groups. For example, a PTO request from the patrol division will not be in competition with the detective division.
- B. School Resource Officers will be considered part of the patrol division when school is not in session.
- C. Licensed Community Service Officers and Public Information Officers are part of the patrol division.
- D. PTO request for the calendar year, where seniority will prevail, must be submitted by January 15th. Requests submitted after this date will not receive any seniority benefit and will be approved according to the date submitted.
- E. Any employee requesting PTO leave throughout the year must submit the leave request at least seven (7) days prior to the first date of PTO.
- F. Employees should be aware that holiday hours and PTO hours beyond 800 should be used prior to the end of the year, as they cannot be carried over to the next year. Employees shall calculate their remaining holiday and PTO hours by Oct. 1st each year to ensure they don't lose hours due to scheduling conflicts prior to the end of the year.

Non-scheduled PTO (e.g. sick leave)

Non-scheduled PTO is defined as any absence of the employee during their scheduled hours of work which was not approved at least seven (7) days in advance, previously termed "sick leave".

- A. A non-scheduled PTO absence from duty will be granted only because of personal illness, legal quarantine, death or serious illness in the immediate family. Leave requests may be denied depending on staffing needs.
- B. To receive compensation for a non-scheduled PTO the employee shall notify the on-duty supervisor or Officer in Charge (OIC) at the earliest possible time prior to the employees assigned hour of duty, preferably four (4) hours or more prior to shift.
- C. A continuous non-scheduled PTO absence is considered one occurrence. When an employee has a continuous non-scheduled PTO leave or absence for three or more days, the employee may be required to furnish a doctor's certificate stating that an illness was reported and the officer is of sufficient health to resume his/her duties.
- D. Seven (7) non-scheduled PTO absences in a twelve (12) month period will trigger corrective action, including progressive discipline which may include termination.
- E. Patterns or misuse recognized prior to seven non-scheduled PTO leaves or absences may be addressed by the supervisor and may be reflected in the employee's annual performance evaluation.

Notification of Leave

- A. When an employee has received approval for PTO where they will not be available for subsequent court requests or; when an employee will be absent from work for more than seven (7) consecutive days (includes PTO and regular days off) they must send written notice to the Beltrami County Attorney informing them of the dates for leave.
- B. When an employee will be absent from work for more than seven (7) consecutive days (includes PTO and regular days off) they must activate the automatic replies feature for email and update their cellular phone message appropriately.

Reference or Revision Date(s):

- A. REVISION DATE(S):