

VACATION LEAVE	Document Number	GO 501
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1. PURPOSE

The purpose of this policy is to establish the proper procedures involved in the accumulation and granting of vacation leave.

2. PERSONS AFFECTED

All department personnel.

3. POLICY

It shall be the policy of the Hawai'i Police Department that its members are granted credited vacation leave benefits in accordance with applicable rules, law, agreement, and policy.

4. RESPONSIBILITIES

4.1. Personnel Officer

4.1.1. By December 15 of each year the Personnel Officer (Assistant Chief of the Administrative Bureau) shall prepare a schedule of vacation periods for the next year.

4.1.2. In drafting such vacation periods the Personnel Officer shall be guided by the following rules:

- a. Such schedule shall provide for minimum of interruption to general police services with due regard to the seasons of heavy police requirements.
- b. Copies of the final vacation schedule shall be distributed to each bureau and district in the form of Administrative Notice.

4.1.3. Employees will receive a statement showing their accumulated annual leave prior to the end of the fiscal year.

4.2. Commanders

4.2.1. Bureau and district commanders shall draft a tentative vacation schedule for their respective commands for the next year and

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forward same to the Personnel Officer before December 1st of the year.

4.2.2. In drafting such schedules, commanders shall be guided by the following general rules:

- a. Selection of vacation shall be in accordance with each member's collective bargaining agreement and consistent with the operational needs of the department.
- b. No two or more superior officers of the same districts, bureaus, or watches shall be granted vacation at the same time.

4.2.3. Command personnel in each bureau or district shall coordinate with their respective Assistant Police Chief before scheduling their own vacation periods.

4.2.4. Division and district commanders shall be responsible for the strict adherence to the provisions provided in this policy by members under their command.

5. PROCEDURES

5.1. Accrual of Vacation Leave - Vacation leave allowance shall be computed and accrued according to the Hawai'i Revised Statutes and rules and regulations in effect.

5.2. When Vacation Leave May Be Granted

5.2.1. Vacation leave shall be granted and taken by the employee at such time or times as approved by the Police Chief or by individual(s) authorized by the Police Chief.

5.2.2. Whenever in the opinion of the Police Chief, or his designate, an emergency exists or when there is an operational need, he may revoke, alter or amend vacation schedules previously approved or may recall from vacation for duty all members who may be absent on such vacation.

5.2.3. Vacation leave may be granted when a member is ill or injured.

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- 5.2.4. The Police Chief or his designate, may grant vacation under certain special circumstances including, but not limited to: Leave of Absence with Pay, Family leaves (G.O. 504) and extended Sick Leave (G.O. 502) or Funeral Leave (G.O. 503).
- 5.3. Procedure For Obtaining Vacation Leave - Members shall indicate to their commanders in writing their selection of vacation dates for the following year.
- 5.4. Request for Change in Vacation Schedule
 - 5.4.1. Any change in vacation schedules must be submitted to the Assistant Police Chief of the respective divisions in a sufficient period of time prior to the requested change so that the necessary adjustments can be made.
 - 5.4.2. No request for change in vacation shall be approved without sufficient reason.
- 5.5. Pre-Vacation Procedures
 - 5.5.1. Each member should complete the County of Hawai'i Application for Leave of Absence form and forward it to the member's commander at least ten (10) days prior to the start of the scheduled vacation period. Commanders shall submit the forms with the Time and Attendance Reports for the period during which the member returns to duty.
 - 5.5.2. An itinerary indicating where the member will be on his vacation or the address where the member may be located in the event of any emergency should be left with the commander or the family.
- 5.6. Revised Vacation Application - In the event a member returns to duty on a date other than that previously applied for, he shall file a revised Application for Leave of Absence and forward it to his commander. The commander shall submit the revised Application for Leave of Absence form with the Time and Attendance Report for the period during which the member returns to duty.