

Annual, Personal, Holiday, and Administrative Leave

1141.1 POLICY

This policy provides general guidance on the use of annual, personal, holiday, and administrative leave. The accrual and terms for eligible employees' use of these leave types are outlined in the applicable collective bargaining agreement or memorandum of understanding, as well as in USM Policies VII-7.00; VII-7.10; VII-7.20; and VII-7.30, and UMB Policies VII-7.00(A) and VII-7.30(A).

1141.2 DEFINITIONS

- (a) Calendar Year: The period beginning January 1 through December 31.
- (b) Leave Cycle: The period encompassing the beginning and end of established USM payroll cycles in which leave is accrued.
- (c) Leave Year: The final payroll cycle identified by UMB for the purpose of crediting new allotment of personal days.
- (d) Availability Schedule: The effective date in the new calendar or leave year by which personal leave days must be used or lost.
- (e) Prime Time Vacation: A period of up to 14 consecutive days taken for vacation.
- (f) PowerTime: A software application, also referred to as PlanIt, used by the department for requesting and managing leave. This software is the department's official record for leave approvals.

1141.3 LEAVE REQUESTS IN GENERAL

Employees are required to submit their leave requests through PowerTime, and submitting a request in PowerTime does not automatically indicate approval. In cases of unforeseen or extenuating circumstances, employees may request leave verbally or through other communication methods (e.g., text message, email), provided that the information is later entered into PowerTime.

1141.3.1 EMPLOYEE RESPONSIBILITY

Employees are responsible for submitting their leave requests as early as possible before the requested date(s).

- A. Employees not covered by the FOP 141 MOU shall submit their leave requests to their respective supervisor at least forty-eight (48) hours in advance of the requested leave day(s). However, in cases of immediate needs or extenuating circumstances, employees may submit leave requests within forty-eight (48) hours. If the employee's immediate supervisor is on leave or unavailable when the request is submitted, it is the employee's responsibility to forward the leave request to the next level of supervision for review and approval or denial.

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- B. Sworn employees covered by the FOP 141 MOU shall submit their leave requests to their respective supervisor at least twenty-four (24) hours in advance of the requested leave day(s). However, in cases of immediate needs or extenuating circumstances, employees may submit leave requests within twenty-four (24) hours. If the employee's immediate supervisor is on leave or unavailable when the request is submitted, the request should be submitted to the on-duty Shift Supervisor or on-duty Shift Commander. It is the employee's responsibility to forward the leave request to the next level of supervision for review and approval or denial.

1141.3.2 SUPERVISOR RESPONSIBILITY

Supervisors are responsible for reviewing and either approving or denying leave requests as promptly as possible upon receipt.

- A. For employees not covered by the FOP 141 MOU, supervisors have forty-eight (48) hours to review and respond to leave requests and seventy-two (72) hours if the request is made on weekends. However, if extenuating circumstances prevent a response within forty-eight (48) hours or seventy-two (72) hours on weekends, supervisors must provide a response as soon as possible, but no later than forty-eight (48) hours after the leave was requested or seventy-two (72) hours if the request is made on weekends. If a supervisor is unable to respond due to extenuating circumstances, they should have another supervisor review and approve or deny the request on their behalf within the allotted period.
- B. For sworn employees covered by the FOP 141 MOU, supervisors must approve or deny the leave request within twenty-four (24) hours of receipt, or within seventy-two (72) hours if the request is submitted during their extended leave. If a leave request is not approved within the specified timeframe, it is subject to the provisions outlined in the FOP 141 MOU (Article XVII – Grievance Procedure). This section does not apply to prime time vacation, as defined in departmental policy, nor does it apply if the Chief of Police declares an exigent situation. If a supervisor is unable to respond due to extenuating circumstances, they should have another supervisor review and approve or deny the request on their behalf within the allotted period. [See attachment: 2025 UMB FOP141 MOU.pdf](#)

1141.3.3 APPROVED OR DENIED REQUEST

Leave requests must be explicitly approved by a supervisor before the employee is authorized to take leave. Supervisors are required to provide a response to employees, either approving or denying their leave request. All denied leave requests must include an explanation. Since all leave requests are entered into PowerTime, the system will provide the requesting employee with a receipt confirming whether the leave was approved or denied. As an additional safeguard, supervisors can send a follow-up message to the requesting employee to notify them of the approval or denial of their leave request.

1141.4 ANNUAL LEAVE

Annual leave is available to the extent earned provided that the responsible supervisor approves the date(s) for the leave. Beside the procedures for Prime Time Selection, annual leave requests will be approved based on a first-come, first-serve basis, not by seniority, unless requests are

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received simultaneously, in which case seniority will take precedence. Annual leave should not be denied except for business reasons, such as staff shortages or it would be detrimental to the department.

Refer to USM Policy VII-7.00 (Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees) for detailed provisions on annual leave. [See attachment: USM Policy VII-7.00 - Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees.pdf](#). Also refer to UMB Policy VII-7.00(A) - Annual Leave for Regular Nonexempt and Exempt Staff Employees (<https://umaryland.edu/policies-and-procedures/library/human-resources/policies/vii-700a.php>)

1141.4.1 EARNED LEAVE

Refer to Section II of USM Policy VII-7.00 (Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees) for detailed provisions on earned leave.

1141.4.2 LEAVE ACCUMULATION

Refer to Section III of USM Policy VII-7.00 (Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees) for detailed provisions on leave accumulation.

1141.4.3 PRIME TIME SELECTION

- A. The selection process for prime time requests will be based on seniority. Each member will have the opportunity to request up to a two-week (14 consecutive days) time period that they will be on vacation.
 1. If an employee requests more than two weeks of prime time vacation, the request must be endorsed at each supervisory level and forwarded to the Chief of Police for review and approval.
- B. Each member will be allowed to select one prime time period of up to 14 consecutive days by submitting a written request containing their first choice and two alternative choices. This period for submitting the requests is from December 1st of the prior year through January 15th of the year in which the leave is being requested. Supervisors will make a decision regarding the requests by February 15th of the year, unless there are extenuating circumstances preventing them from doing so. The alternative choices will be used if the first choice cannot be granted because of a more senior member selecting the same time period.
- C. Approval for prime time vacation leave is based on staffing needs. For sworn members, the number of officers exceeding each shift's minimum manpower requirement determines the number of officers that can be on vacation during any period, and there should be no overlapping of vacations except for RDOs due to staffing restrictions. Prime time vacation is submitted for approval through the chain of command and approved by the member's Bureau Commander.
- D. The type of leave utilized for prime time vacation may be any available leave other than sick leave. Prime time vacation is often requested and approved well in advance of the actual leave dates. Therefore, members may submit for prime time vacation (only) using anticipated accumulated leave. Leave must be available at the time the

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prime time vacation is taken or the vacation may be canceled by the agency in part or in whole.

1141.4.4 LEAVE ADVANCEMENT

Refer to Section IV of USM Policy VII-7.00 (Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees) for detailed provisions on leave advancement.

1141.4.5 PAYMENT FOR DENIED ANNUAL LEAVE

Refer to Section V of USM Policy VII-7.00 (Policy on Annual Leave for Regular Nonexempt and Exempt Staff Employees) for detailed provisions on the payment for denied leave.

1141.5 HOLIDAY LEAVE

The UMBPD retains the right to require members to perform duties on a holiday. Refer to USM Policy VII-7.30 (Policy on Holiday Leave for Regular Nonexempt and Exempt Staff Employees) for detailed provisions on holiday leave. [See attachment: USM Policy VII-7.30 – Policy of Holiday Leave for Regular Nonexempt and Exempt Staff Employees.pdf](#) . Also refer to UMB Policy VII-7.30(A) - Holiday Leave (<https://umaryland.edu/policies-and-procedures/library/human-resources/policies/vii-730a.php>)

1141.6 PERSONAL LEAVE

Refer to USM Policy VII-7.10 (Policy on Personal Leave for Regular Nonexempt and Exempt Staff Employees) for detailed provisions on personal leave. [See attachment: USM Policy VII-7.10 - Policy on Personal Leave for Regular Nonexempt and Exempt Staff Employees.pdf](#)

1141.7 ADMINISTRATIVE LEAVE

Refer to USM Policy VII-7.20 (Policy on Administrative Leave for Regular Nonexempt and Exempt Staff Employees) for detailed provisions on administrative leave. [See attachment: USM Policy VII-7.20 – Policy on Administrative Leave for Nonexempt and Exempt Staff Employees.pdf](#)