



KANSAS CITY, MO POLICE DEPARTMENT  
**PERSONNEL POLICY**

DATE OF ISSUE  
**04/08/2015**

EFFECTIVE DATE  
**04/08/2015**

NO.  
**760-2**

SUBJECT

**Policy Series 700: Administration of Leave  
 760 –Extra (E) Time, Personal Leave (Y) Time, Quality (Q) Time, and  
 Religious Holiday Time**

AMENDS

REFERENCE

PPBM: Aerobics Program  
 PI: Automated Timekeeping System Procedures  
 DM: Memorandum of Agreement between the Board of Police  
 Commissioners of Kansas City, Missouri and Fraternal Order of  
 Police Lodge No. 99.

RESCINDS

PPBM 760-1

## I. INTRODUCTION

This written directive provides guidelines for the use of leave hours for members to use at their discretion as a benefit.

## II. POLICY

### A. Extra (E) Time

1. Members may be awarded eight (8) hours of Extra (E) Time for perfect attendance (members must be employed on or before January 1<sup>st</sup> of the year for which the E-Time award is earned). Members are considered to have perfect attendance in a calendar year if they do not have any occurrences of the following leave codes in the automated timekeeping system:

A – Absent	X – Suspension without Pay
L – Unpaid Leave	SF – Sick Family
PX – Paid Suspension	LF – Leave Family
S – Sick	

- a. Per the Family and Medical Leave Act of 1993, Family Sick Leave (FS-Time) will not count against perfect attendance.
- b. Personal Leave (Y-Time) will not count against perfect attendance.
- c. Members should refer to the current written directive entitled, “Automated Timekeeping System Procedures” for further information.

2. Members may earn sixteen (16) hours of E-Time for successful performance in the Aerobics Program with a maximum of thirty-two (32) hours per year or for successful participation in any other program or activity the Chief of Police has approved granting E-Time.

For further information refer to the current written directive entitled, "Aerobics Program."

**B. Personal Leave (Y) Time**

Each member may convert a maximum of sixteen (16) hours of Sick Leave (S) per calendar year for use as Personal Leave (Y) Time. Personal Leave Time will automatically be deducted from the member's sick leave balance. All benefits will continue to be earned while on personal leave.

**\*C. Quality (Q) Time**

Members may use up to forty (40) hours as Quality Time each calendar year.

**D. Religious Holiday Time**

1. Each member may request a maximum of sixteen (16) hours each calendar year for the observance of a religious holiday.

2. The time off may be taken as:

- a. Vacation leave
- b. Personal leave
- c. Previously earned and approved Extra Time
- d. Previously earned and approved Compensatory Time
- e. Leave without pay
- f. Changing of Regular Days Off
- \*g. Quality Time

**III. GUIDELINES**

- A. Leave hours may be taken in accordance with the member's personal preference and the operating requirements of the assigned element.

- B. Leave hours may be taken in one-hour increments.
- C. Members must use E-Time within one year of it being awarded.
- \*D. Quality Time not taken within the calendar year will be forfeited.
- \*E. Members will not be compensated for unused Quality Time at separation or retirement.
- F. Two (2) hours of Ex-Time will be given to members assigned to a 10-4 schedule to complete a full day off when any of the following exception time is granted to offset the difference between eight (8) and ten (10) hour shifts.
  - 1. Extra Time
  - 2. Quality Time
  - 3. Religious Holiday Time

Darryl Forté  
Chief of Police

Adopted by the Board of Police Commissioners this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Alvin Brooks  
Board President

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