

# UW Whitewater Police



## Benefit Use and Scheduling

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### I. Purpose

The purpose of this general Order is to provide guidance on UW-Whitewater Police Department (UWWPD) benefit time scheduling and usage.

### II. Policy

It is the policy of UWWPD to allow officers the use of benefit time, based upon employee preference and operational need.

### III. Procedure

A. All benefit use will be applied as stated in The State of Wisconsin's Compensation Plan and in accordance with the Fair Labor Standards Act. UWWPD encourages the use of benefit time and believes that flexibility should be a priority in the use of vacation time, as long as the operational needs of UWWPD are met. Whenever possible, benefit time should be used within the year it is awarded. Employees are encouraged to schedule their benefit time in advance to be assured of time off. Since some benefit times are more popular, and the fact that UWWPD needs to always have someone on duty, the following principles will guide benefit time scheduling.

1. Operational Need: Supervisors have the ability to determine how many staff are needed in the work unit on any given day and whether benefit time cannot be allowed at certain times.
2. Seniority: If all other considerations are 'equal,' then allowing benefit time choices by seniority is a valid means to decide who gets the time off.
3. Employee Needs: There may be familial needs or events that necessitate time away from work.

B. Benefit Scheduling:

1. Management Team of UWWPD will determine "Black Out" dates that no officer can take benefit time. Examples of this include Homecoming, Family Fest etc. "Gray Out" dates will also be placed on the calendar to signify days that require extra officers, such as football game days or commencement, but some staff may be allowed to use benefit time.
2. There will be one round of priority benefit picks each year.

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- a. picks cover priority vacation picks for July 1<sup>st</sup>- June 30<sup>th</sup>.
3. Each police officer will choose a block, or blocks, of benefit time to include regularly scheduled off days, a block is considered two or more benefit days used in conjunction with each other or regularly scheduled off-duty days.
4. The scheduling supervisor will generally approve or deny Priority Benefit Time requests within two weeks of the Priority Benefit Time request due date.
5. Once approved, a benefit day will not be cancelled by management except in an emergency.
6. Cancellation of Priority Benefit Time is NOT permitted; unless emergency or exceptional circumstances are present.
7. Cancellation of non-priority benefit request must be done by police officers no less than 5 Business Days (Monday-Friday) prior to the approved and scheduled benefit time. Cancellation of benefit days will only be permitted if schedule changes to other officers were not incurred from the original benefit day approval, and would not change the outcome of forced extra duty assignments, if applicable.
8. Off days that are in conjunction with an approved benefit day will not be cancelled by management except in an emergency.
9. Police officers may request to use any remaining benefit time after priority benefit time has been approved/denied on a first come first serve basis, based on date of submission and with supervisory approval.
10. Police Officers must select Legal Holidays they want as part of the Priority Benefit Time. Legal Holidays will be approved by seniority.

C. Other Provisions of Benefit Use:

1. Officers can not request more benefit time than will be earned in a calendar year.
2. Banked leave does not count as annual earned leave and can only be used in requests after Priority vacation picks have been approved/denied.
3. Personal Holiday: Must be used in the calendar year they are earned
4. Legal Holiday: Must be used in the calendar year they are earned.
5. Compensatory Time: Must be used in the calendar year it was earned.

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## Appendix A.

<b>Years of Service</b>	<b>Annual Vacation Hours Non-Exempt</b>	<b>Annual Vacation Hours Exempt</b>
0-5	104	120
5+ to 10	144	160
10+ to 15	160	176
15+ to 20	184	200
20+ to 25	200	216
25 and Over	216	216

**Personal Holidays:** Full-time employees receive 36 hours of personal holiday time each calendar year.

**Legal Holidays:** The state provides 9 legal holidays. Eight (8) hours for each holiday day for a total of 72 legal holiday hours.

<b><u>Legal Holidays</u></b>		
New Year's Day		
Martin Luther King Jr. Day		
Memorial Day		
Independence Day		
Labor Day		
Thanksgiving Day		
Christmas Eve Day		
Christmas Day		
New Year's Eve Day		