



<b>WRITTEN DIRECTIVE</b>	No. <b>FO15-0704</b>	Page: 1 of 4
Subject:  <b>SCHEDULING OF ANNUAL LEAVE</b>	Effective	<b>08-19-15</b>
	Date:	
	Supersedes/ Amends:	<b>FO11-0704</b>
	Reference:	



**I. Purpose**

The purpose of this directive is to establish annual leave scheduling procedures for the Field Operations Bureau personnel.

**II. Policy**

It shall be the policy of the Field Operations Bureau that personnel schedule annual leave in such a manner that appropriate staffing levels are maintained.

**III. Procedure**

**A. AUTHORIZATION OF ANNUAL LEAVE**

1. Employees will not be authorized to take annual leave until such leave has been earned.
2. Annual leave must be approved prior to being taken by:
  - a. the employee’s immediate supervisor or
  - b. the employee’s division, unit or section supervisor.
3. All annual leave will be granted contingent upon the division, unit or section supervisor’s discretion regarding staffing needs.
4. The maximum hours of annual leave that will be allowed to accumulate and be carried forward into the next year will be in accordance with City of Lynchburg policy.
  - a. It will be the responsibility of each employee to monitor his accrued annual leave.
  - b. Employees will forfeit annual leave in excess of the maximum number of hours allowed by City of Lynchburg policy to be carried beyond the beginning of the new calendar year.
  - c. It shall not be incumbent upon the division, unit or section supervisor to grant employee leave in order to prevent the loss of excess annual leave hours if staffing needs dictate otherwise.

**B. SCHEDULING OF DIVISION COMMAND STAFF**

1. In order to ensure adequate supervisory coverage no more than two members of each Divisional Command Staff will be authorized to be on extended leave during the same time period without prior approval from the Division Captain.
  - a. The divisional Command Staff will consist of:
    - 1) the Division Captain
    - 2) Division Lieutenants
    - 3) Division Sergeants.
  - b. In order to ensure appropriate divisional supervisory staffing, the Divisional Command Staff members will maintain a separate annual leave scheduling list from that of non-supervisory personnel
2. Division Captains will schedule annual leave based on a bureau-wide staffing list, and at the discretion of the Bureau Deputy Chief.
3. Division Lieutenants will schedule annual leave based on a bureau-wide staffing list, after the Captains.
  - a. Division Lieutenants will schedule annual leave by time in rank
  - b. Only one Lieutenant from each division will be allowed to take scheduled annual leave during any given time period without prior approval from the Division Captain.
  - c. Only one Lieutenant from each platoon will be allowed to take scheduled annual leave during any given time period without prior approval from Division Captains.
4. Designated Division Sergeants will schedule annual leave based on a division-wide staffing list, after the Lieutenants.
  - a. Sergeants will schedule annual leave by seniority based on promotion date to Senior Specialist Officer and Senior Officer.
  - b. Sergeants will not schedule annual leave during the same time period that their Lieutenant has scheduled annual leave.
5. Each Lieutenant and Sergeant will be allowed to schedule one annual leave period per distribution of the annual leave list.

**C. SCHEDULING OF NON-SUPERVISORY DIVISION PERSONNEL**

1. Non-supervisory officers will schedule annual leave by seniority (date of employment) on a list separate from that of the Divisional Command Staff.
  - a. A Senior Specialist Officer that fills in as a Sergeant on a temporary basis will not be considered as a designated Sergeant for the purposes of annual leave scheduling.
2. Normally, no more than one officer per each division platoon will be allowed to schedule annual leave during the same time period.
  - a. It will be at the Division Captain's discretion to allow more than one officer to schedule annual leave during the same time period in order to address special circumstances.

**D. GENERAL**

1. The two annual leave lists will be distinct from each other: two members of the Divisional Command Staff and the maximum number of officers determined appropriate for each division or unit may be scheduled for annual leave simultaneously.
2. The maximum number of officers allowed to schedule annual leave during the same period will be set for each division or unit, contingent upon staffing needs.
3. Each annual leave period scheduled may be up to 21 days total duration, including any of the following:
  - a. regular days off
  - b. holiday leave
  - c. compensatory leave
  - d. personal leave
  - e. other earned leave.
6. Consecutive annual leave periods must be separated by at least seven actual work days.
7. Divisional officers will have the opportunity to schedule a minimum of two annual leave periods for the calendar year.

8. Annual leave lists will be distributed beginning December 1<sup>st</sup> of each year and finalized no later than March 1<sup>st</sup>.
9. Civilian Field Operations employees will schedule annual leave based on date of employment.
10. Nothing in this directive is intended to prevent arrangements being made between an officer and his supervisor regarding the scheduling of short-term leave periods, so long as the provisions set forth in Sections III, B and C are met.

*Original Signed*

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Major K.T. Swisher, Deputy Chief  
Field Operations Bureau

August 19, 2015

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Date