



**CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT**

[Signature]

Police Chief: John Fitzgerald

GENERAL ORDER: 4-7; EMPLOYEE BENEFITS

DATE: 1/29/2016 Pages: 3 ◇ New ◇ Amended ◆ Rescinds 4-7

I. LEAVE PROGRAM

A. Annual Leave

Annual leave is earned by all full-time employees beginning on the date of employment, but cannot be taken until after ninety (90) days of employment. Annual leave is credited to employees on a biweekly basis and may be accumulated from year to year up to a maximum of 240 hours of leave time. Use of annual leave must be approved in advance by the employee's supervisor. * Below are the yearly annual leave accrual rates; they vary based upon an employee's years of service:

0 – 4 years	11 days of leave
4+ to 10 years	17 days of leave
10+ to 20 years	20 days of leave
Over 20 years	25 days of leave

*Note: When leave requests are made far in advance, it becomes difficult to foresee what changes in personnel staffing, schedules and work demands may occur in the intervening time. With this in mind, requests for leave will generally not be accepted unless they are submitted within 6 months of the time when the leave will be taken. Exceptions may be made by supervisors on a case-by-case basis when it makes sense to do so.

B. Sick Leave

1. Sick leave is earned by all employees after thirty (30) days of employment. Full-time employees earn one day per month and part-time employees receive a pro-rated amount depending upon the total hours worked. Sick leave is granted for personal illness, injury, immediate family illness (4 days per year), medical examinations and treatment, or for temporary disability caused by pregnancy, miscarriage, childbirth, or recovery therefrom. Sick leave is credited to employees on a biweekly basis.
2. Employees who call in sick must ask to speak with the on-duty supervisor who will approve/disapprove the leave request. In the absence of an on-duty supervisor, the employee will relate the information to the Village dispatcher who will record it in CODY RMS. The employee

will then call their supervisor's mobile phone to make the notification. If the supervisor does not answer, the employee shall leave a voicemail message for the supervisor. Except in emergencies, notification of illness shall be accomplished not less than two (2) hours prior to the time the employee is scheduled to report for duty/work, assignment, or detail.

3. All sick leave used shall be documented on a form provided for that purpose. The responsibility for approving or disapproving sick leave rests with the employee's supervisor.
4. An employee using more than three (3) consecutive days of sick leave shall submit to the employee's supervisor a certificate from a physician or other recognized medical practitioner. The certificate shall confirm the illness, the date(s) of treatment, and the employee's inability to report to work.
5. Employees using sick leave for three (3) consecutive days or less may be required by their supervisor to obtain a written certification of illness from a physician. If a supervisor makes approval of an employee's request for sick leave conditional upon the employee submitting medical documentation in support of the sick leave request, then failure by the employee to submit the documentation means the employee has failed to meet the condition established and results in disapproval of the request. In such instances, the employee will be charged first with compensatory leave, then annual leave and finally with leave without pay if no banked leave exists.
6. In those cases where an employee uses excessive or questionable amounts of sick leave, the Chief of Police may require written certification of the illness and/or have the employee take a medical examination.
7. An employee who has prior knowledge of sick leave use for an operation, special medical, dental, or optical, etc., shall inform his/her supervisor in advance so that work schedules can be adjusted.

8. Officers are reminded that they still have an obligation to notify the District Court Liaison Officer if they are unable to attend court due to illness.

9. Any abuse of sick leave will result in disciplinary action.

C. Family and Medical Leave Act (FMLA)

Unpaid leave is available to all employees who have worked 1250 hours within the prior twelve months after the first full year of employment.

1. Employees may take up to 12 total work weeks during a 12 month period. The following reasons are eligible:

- a. The birth and care of a newborn child of the employee.
- b. Adoption or fostering of a child by an employee.
- c. To care for an immediate family member (spouse, child, or parent) with a serious health condition.
- d. When the employee is unable to work because of a serious health condition.

e. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or

2. Twenty-six workweeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

3. A detailed description of FMLA benefits are available in Section 27: Family and Medical Leave Act (FMLA) and App. B of the Chevy Chase Village Employee Manual.

D. Holiday Leave

Holiday leave is available to all employees immediately upon employment. Full-time employees are paid eight (8) hours of holiday pay, whether or not they work. Part-time employees are paid for their normal working day if it falls on a holiday. Employees who must work on a holiday are paid an additional 1.5 times their regular hourly rate of pay for each hour worked on the holiday. In order to be eligible for holi-

day pay, an employee must be entitled to pay for the last scheduled work day before and the first scheduled work day after the holiday. The following days are observed:

New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

E. Administrative Leave

1. Bereavement Leave

Bereavement leave is available to all employees immediately upon employment and granted as follows:

a. Three (3) days off with pay for death in the immediate family (spouse, child, parent, sibling or other blood relative residing in the employee's household);

b. One day off with pay for the death of a close family member limited to grandparent, grandchild and spouse's parent.

c. Additional time may be authorized, but will be charged against annual leave in accord with the Personnel Code.

2. Jury Duty

Employees called upon for jury duty will be paid their regular salary for the days that they would have been scheduled to work.

3. Military Leave

Leave is granted to all employees, not more than ten (10) days per year plus travel time that has been demonstrated to be necessary up to an additional five (5) days. Employees will be paid the difference between military payment received and his/her regular salary.

a. If an employee's activation is to exceed 90 days, including pre-deployment, deployment, and post deployment, the employee will inform the Chief of Police as soon as possible.

b. The employee will meet with the Lieutenant and the Human Resources designee for out processing and to perform an exit interview.

c. The Lieutenant will be the employee's primary point of contact. Prior to deployment, the employee will provide the Lieutenant with the best means of contact for the employee and for the employee's family (or other local designee).

- d. All agency-owned equipment and uniforms will be turned in for storage until the employee returns to duty.
- e. At the conclusion of the employee's deployment, a meeting with the Chief and Lieutenant will be scheduled for reinstatement to the department to include:
 - Initial or refresher training,
 - Weapons requalification, and
 - Steps for reinstatement.

4. Leave of Absence *Without Pay*

Employees may receive up to one year of leave without pay upon approval by the Village Manager when such leave is, in the opinion of the Village Manager, in the best interest of the Village; however, where such leave is in excess of three (3) months, it is subject to approval by the Personnel Commission.

5. Official Leave

Full-time employees may be granted leave to attend professional meetings, technical conferences, short-term courses and for other valid purposes.

II. RETIREMENT

Full-time employees have access to the pension plan after one year of employment. The Village contributes 10% of the employee's *base* salary into a defined contribution plan. The Village has a 7-year *gradual* vesting schedule *as follows*:

0-3 years	0% vested
At least 3 but less than 4	20% vested
At least 4 but less than 5	40% vested
At least 5 but less than 6	60% vested
At least 6 but less than 7	80% vested
At least 7	100% vested

The employee can receive retirement benefits after twenty (20) years of service and fifty-five (55) years of age.

III. HEALTH INSURANCE

Full-time employees are entitled to health/vision/dental insurance after thirty (30) days of employment. Costs are shared by the employer and the employee. The employee pays a *portion of the total* monthly premium through a pre-taxable payroll deduction.

IV. LIABILITY PROTECTION

Liability insurance in the amount of \$1,000,000 from LGIT covers Chevy Chase Village Police Officers for wrongful acts directly related to their law enforcement function. While performing that function, employees

are protected from "any actual or alleged error, misstatement, act, omission, neglect, or breach of duty, including misfeasance or nonfeasance," as well as "any actual or alleged violation of federal or Maryland State civil rights."

V. EDUCATIONAL BENEFITS

Full-time employees are entitled to educational benefits after six (6) months of employment. Employees attending job-related courses on their time are entitled to tuition reimbursement for one course per semester/quarter upon completion of the course. A grade of "B" or better must be achieved.

VI. DISABILITY AND DEATH BENEFITS

A. Short-term Disability

Full-time employees are entitled to short-term disability benefits after ninety (90) days of employment. Benefits commence thirty (30) days after the onset of illness or injury (except for workers' compensation cases). Employees receive 60% of basic weekly pay from the insurance company for up to six (6) months. The Village pays the entire premium.

B. Long-term Disability

Full-time employees are entitled to long-term disability benefits after ninety (90) days of employment. Employees receive 60% of their basic salary from the insurance company for any illness or injury that exceeds six (6) *months* (except in worker's compensation cases.) Benefits begin after short-term disability payments end. The Village pays the entire premium.

C. Life Insurance

Full-time employees are entitled to life insurance after ninety (90) days of employment. Employees receive double their salary in life insurance coverage, never to exceed \$60,000. The Village pays the entire premium. Beneficiaries are chosen at the time of employment.

This directive voids the previous version dated 11/14/2014 and incorporates memo 16-01: Submitting Leave Requests.