

LITTLETON POLICE DEPARTMENT

2 Kittridge Lane
Littleton, New Hampshire 03561
(603) 444-7711

POLICY #: 20-2

SUBJECT: Benefits

Last Revision Date: July, 2020

NOTE: This written directive is for the internal governance of the Littleton Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

I. PURPOSE

To establish a standardized procedure to report requests for leave from the employee's leave bank, for all police department employees.

II. SCOPE

Employees may request leave electronically, in advance or on the day the time it is to be taken, by using the internet based electronic scheduling platform designated by the agency. Access to the service is also available for via a mobile application as well. All leave accrual will be established by the State Employees Association of New Hampshire (SEA) and the Collective Bargaining Agreement for union members. For employees who are non-union members, the Town Personnel Policy regarding leave accrual will apply or an individual members employment contract.

II. PROCEDURE

a. Requesting Annual Leave

- i. All employees requesting annual leave shall do so utilizing the designated internet based electronic scheduling platform. Any employee requesting one (1) day off will be required to provide as much notice as possible and a minimum of 48 hours of notice. Any employee requesting two (2) days and up to two (2) weeks off will make the request as early in the calendar year as possible and at a minimum provide two (2) weeks' notice. Every effort will be made to accommodate the employee's request. To the extent possible, every employee shall be afforded the opportunity to take up two (2) consecutive work weeks of accumulated leave at one time.
- ii. If the employee does not submit the request as explained above the request will be denied unless waived by the Chief of Police. Annual leave shall be granted at such time as, in the opinion of management it

shall least interfere with the operation of the department. Upon submission of a leave time request the Chief or his designee shall notify the employee of approval or denial within a week, unless in the case of a waiver of submission time or a two week submission request the Chief or his designee shall notify the employee within 48 hours. In the event of emergency or unforeseen circumstances the Chief of Police may waive the advanced notification requirements.

- iii. One day off will consist of up to ten and a half (10.5) hours. A work week will consist of forty two (42) hours

b. Requesting Compensatory Leave (Comp-Time)

- i. Requests for comp-time when earned shall be submitted in the same manner as annual leave. Comp-time shall be granted at such times as, in the opinion of management it shall least interfere with the operation of the department. Every effort will be made to accommodate the employee's request. For Union Employees Compensatory time accrual shall not exceed a more than 42.5 hours at any given time. Per the Union contract, any unused Compensatory Time will be paid out by the Town at the end of March and October to each employee.

c. Conflicts With Leave Requests

- i. Any leave request shall be considered and granted on a “first come, first serve basis.” Should a conflict arise between two or more employees who submit a request at the same time for the same period of time off, provided all other things are equal, seniority shall be the criteria for resolving such conflict.
- ii. Employees with probation appointments, shall accrue leave during the probationary period. Union employees on a probationary status will be permitted to use leave time after six (6) months unless otherwise authorized by the Chief of Police and the Town Manager. Non-union employees will be permitted to use leave time after their probationary status unless otherwise authorized by the Chief of Police and the Town Manager.
- iii. The department’s primary function is to serve the needs of the community in a variety of ways. It is established and understood that within the agency, sworn officers with enforcement capabilities are a valuable resource during times of crisis. Because emergency incidents

are not predictable, the agency is required to maintain a level of readiness to respond to the needs of the community. For this reason the police department cannot routinely allow more than two (2) sworn staff members on vacation leave at the same time. It is also recognized that other types of leave will take priority over vacation leave requests such as:

1. Military Leave (annual training or emergency deployments)
 2. Agency Training Leave
 3. Bereavement Leave
 4. Maternity/Paternity Leave (short term- not FLMA)
 5. Administrative Leave
- iv. The Chief of Police may choose to approve any portion of a leave request that falls under Section III-C due to extenuating circumstances.

d. Sick Leave

- i. An employee may utilize leave time due to illness, injury or exposure to contagious disease endangering the health of other employees. In cases where the employee needs to report out sick before their shift they are asked to provide as much notice as possible with a minimum of four (4) hours' notice to a supervisor. Where an employee becomes ill during work and their performance is compromised, they are encouraged to notify either an on duty supervisor or the on-call supervisor. The employee will be permitted to use leave time for any missed work for illness up to three (3) days for illness, injury or exposure to contagious disease
- ii. An employee may be required to furnish a certificate from an attending physician when they remain on sick leave for a period of more than three (3) consecutive work days. Such certificates shall contain a statement that, in the physician's professional judgment, extended sick leave is necessary.
- iii. Employees with probationary appointments will accrue sick leave during their probationary period but shall not be entitled to utilize such leave until they have met the requirement outlined in the Town Personnel Policy.
- iv. Employees shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive the department as to the condition of their health.

III. Employee Support Services

- a. The Town of Littleton through the Human Resources Department provides specific support services to employees, providing specific information on employee benefits and help for the employee and family in the unfortunate case of injury or death.
- b. The Town of Littleton through its insurance provider has an Employee Assistance Program (EAP) that offers support services to employees.
 - i. The EAP is a confidential and voluntary program to assist Town employees and their families deal with problems that affect their overall well-being. EAP works closely with individuals and families to help:
 1. Identify the issue before it disrupts personal or professional life;
 2. Resolve the issue; and
 3. Improve an employee's ability to carry out their job.
 - ii. EAP Specialists provide professional assessment and referral services to assist an employee to develop problem resolution strategies and links to community resources.
 - iii. Should an employee require assistance from EAP, they can contact the Town of Littleton Human Resources Department or the insurance provider directly for further information.
 - iv. While an employee's referral may be voluntary, there may be circumstances in which it may be a supervisor referral. The following guidelines shall be adhered to if a supervisor elects to make a referral:
 1. The Chief of Police shall be notified as soon as possible and preferably prior to any referral being made.
 2. Confidentiality is of primary concern and should be taken into consideration if a referral is going to be made.
 3. The referral will be made to the Director of Human Resources.
 4. Referrals to services, either workplace or community resources for appropriate diagnosis, treatment, and follow-up will be handled through the Human Resources Department, keeping the Chief of Police when applicable, informed of the progress in this area.
 5. An employee has the option to refuse referral into the program and has the right to discontinue participation at any time.

6. All records for employees admitted to the program shall be forwarded to the Human Resources Department and will not be part of the personnel file kept at the Littleton Town Offices.

Issued:

7/20/20

Authorized By:

Chief Paul Smith

Effective:

7/20/20

Distribution:

All

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