



Edina Police Operations Manual

Policy Number
410.00

Subject:

USE OF VACATION TIME - PATROL DIVISION

Effective Date
06/01/1993

Revised Date
06/11/2020

Page 1 of 2

PURPOSE:

To provide an efficient scheduling of vacation for employees assigned to the patrol division.

410.01

GENERAL STATEMENT

The following provisions apply to the annual vacation requests of employees assigned to the patrol division.

Subd. 1 Vacation requests are divided into two categories.

a) Primary Vacation Request

- Each member of a patrol shift is entitled to make one primary vacation request per annual vacation period.

b) Subsequent Vacation Requests

- All other vacation requests are considered to be subsequent vacation requests.

Subd. 2 The annual vacation period is January 1st through December 31st.

Subd. 3 No shift member may take more than twenty-one consecutive days off (including regularly scheduled days off) during any vacation time.

Subd. 4 All vacation requests must be based on earned vacation time.

Subd. 5 The approval of vacation leave is subject to limitation based upon department needs, such as minimum staffing levels and special events.

410.02

PROCEDURE

Subd. 1 Primary Vacation Request

The following provisions apply to primary vacation requests.

a) Patrol sergeants must submit their request on or before March 13th.

b) Members of the shift must submit their request on or before March 14th of that calendar year. These requests shall be considered by seniority with the senior officer taking precedence.

c) If a request is denied because it conflicted with that of a senior officer, the officer whose request was denied may submit another request that does not conflict, prior to the assignment of subsequent choices.

Subject:**USE OF VACATION TIME - PATROL DIVISION****Page 2 of 2**

- d) If a patrol officer requests to use prime vacation time prior to March 14th, it may be approved by the shift supervisor if the supervisor determines there are no other conflicts with other shift members' schedules.

Subd. 2 Subsequent Vacation Requests

The following provisions apply to subsequent vacation requests.

- a) Subsequent vacation requests will be considered based upon the date of the request application within the calendar year. If two requests are received simultaneously, the request of the ranking or senior officer shall prevail.
- b) Once the primary vacation requests have been assigned, all subsequent requests will be considered based upon the date of the request application of that calendar year. If two requests are received simultaneously, the request of the ranking or senior officer shall prevail.

410.03 CANCELLATION OF VACATION

Vacation requests may be disapproved, shortened, or canceled by a supervisor on short notice due to illness, training, shortage of personnel resources, or other sufficient cause.

410.04 MINIMUM USE OF VACATION

Refer to the City of Edina Employee Handbook

- Subd. 2** It is the responsibility of individual Department members to monitor their vacation use balances and to submit their requests in a timely fashion in order to avoid large numbers of requests being submitted near the end of the calendar year. Department minimum staffing standards shall prevail over unused vacation balances at the end of the year.