

**SAN DIEGO POLICE DEPARTMENT
PROCEDURE**

DATE: SEPTEMBER 20, 2013

NUMBER: 5.18 – HUMAN RESOURCES

SUBJECT: DISCRETIONARY LEAVE

RELATED POLICY: [5.18](#)

ORIGINATING DIVISION: HUMAN RESOURCES

NEW PROCEDURE:

PROCEDURAL CHANGE:

SUPERSEDES: DP 5.18 - 09/17/2008

I. PURPOSE

This Department procedure regulates guidelines for requesting and granting Discretionary Leave.

II. SCOPE

This procedure applies to all members of the Department.

III. BACKGROUND

- A. Administrative Regulation 95.91 regulates leave with pay for exceptional performance.
- B. The granting of leave with pay for exceptional performance is discretionary on the part of the Chief of Police or designated alternate. The granting or non-granting of leave with pay shall not be grievable.

IV. PROCEDURES

A. Eligibility

1. All employees shall be eligible for leave with pay for up to three consecutive days for instances of exceptional performance in their class of employment.
2. Such leave may be granted more than once during a fiscal year and may be in addition to any cash awards received under the Exceptional Merit Cash Payment Plan.

B. Standards

1. The Chief of Police, or designated alternate, shall be the approving authority for granting of leave with pay for exceptional performance.
2. Leave with pay granted under these procedures shall be taken on consecutive days within six months from the date granted and shall not be accrued.

C. Recommendations for Leave with Pay

1. Supervisors will recommend subordinates for leave with pay.
2. Recommendations may be in the form of a Commanding Officer's Citation, Supplemental Performance Report or, where appropriate, a memorandum directed to the employee explaining why the leave is recommended.
3. Recommendations must contain:
 - a. Specific reasons why the employee should be granted the leave with pay; and,
 - b. The number of days of leave with pay to be granted.
4. Recommendations for leave with pay shall be forwarded for approval through the chain of command. The Chief of Police or his/her designee shall make final approval.
5. When a recommendation for leave with pay has been approved, the employee who has been granted the leave receives the original authorization.

- a. The employee must then complete a Request for Leave of Absence form (CS-14-25A), requesting Discretionary Leave, and attach a copy of the documentation approving such leave.
- b. Leave with pay must be taken on consecutive days within six months from the date granted. Time cannot be accrued and used at a later date.
- c. Leave with pay must be pre-approved.