



City of Racine Police Department  
**Policy and Procedure**

**Number: 106**

Subject: <b>Request for Time Off</b>		
Date Issued: <b>08-14-81</b>	Effective Date: <b>10-21-11</b>	Revision Number: <b>4</b>

**PROCEDURE:  
MEMBER:**

When requesting time off, of eight (8) hours or more, the following steps shall be taken:

1. Prepare a Time Off Request Form (PP-31).
  - a. If requesting more than eight (8) hours off, indicate the time codes in the comments section for each date.
  - b. Forward to Supervisor **not more than** twenty-one calendar (21) days prior to the earliest date requested:
    - (1) Vacation day.
    - (2) Holiday or free day.
    - (3) 091 Casual Day.
    - (4) Compensatory time.
    - (5) Exchange of day off with another officer.
    - (6) Leave of absence.
    - (7) Military leave (see Policy & Procedure 123 for complete instructions).

**SUPERVISOR:**

1. Upon receipt of form PP-31:
  - a. Mark date of receipt on form PP-31.
  - b. Check record for time due member.
  - c. Check manpower requirements for date requested.
  - d. Check and record member's seniority date.
  - e. If multiple requests for the same day are made on the 21<sup>st</sup> day prior, the requests shall be considered for approval in seniority order.
  - f. If multiple requests for the same day are made less than 21 days prior, the requests shall be considered on a first come, first served basis.
2. Complete form PP-31. Forward requests exceeding 24 hours time off to Commanding Officer.
3. Record on shift schedule, and inform the member.

**COMMANDING  
OFFICER OR  
DESIGNEE:**

1. Upon receipt of form PP-31 for requests exceeding 24 hours time off, approve or disapprove.
2. Notify member's supervisor and/or member of decision.

**NOTES:**

When counting 21 days include the day requested.

An officer will be allowed to turn in their request on their last day of work prior to the 21-day limit if they will be off on the 21<sup>st</sup> day. However, such request shall not be considered until 21 days prior.

Supervisors must wait until the end of the 21<sup>st</sup> day to grant or deny requests to ensure consideration of all authorized requests.

Members requesting less than eight (8) hours time off during their tour of duty are not required to prepare form PP-31. For shifts that currently use a time off shift book, place your name and the amount of time off requested on the appropriate date in the shift book. The supervisor on duty shall handle such requests. If a member knows of the request within the 21-day time parameter, they may complete form PP-31 to be considered on a first come, first served basis on the date requested, however, eight (8) hour blocks will receive first consideration.

**RELATED  
PROCEDURE:**

[123 – Department Support of Military National Guard & Reserve Units  
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