



City of Racine Police Department
Policy and Procedure

Number: 129

Subject: Family or Medical Leave		
Date Issued: 01-20-12	Effective Date: 01-20-12	Revision Number:

PROCEDURE:
MEMBER:

- To request Family or Medical Leave;
1. Contact your immediate supervisor and the Human Resources Department.
 - a. If the precipitating event is foreseeable, notification shall be made at least 30 days prior to the leave.
 - b. If the precipitating event is not foreseeable, notification shall be made as soon as practical.
 2. Complete the Family and Medical Leave of Absence Request form and forward to your immediate supervisor.
 3. Notify your immediate supervisor of any changes in your leave status.
 4. A member absent for approved Family or Medical leave;
 - a. May continue to work "part-time employment" only outside of normal work schedule hours.
 - b. Shall receive overtime pay or comp time for departmental work outside of normal work schedule hours (i.e. court).
 - c. Shall receive regular pay for departmental work during normal work schedule hours.

SUPERVISOR:

1. Provide necessary assistance to any member requesting Family or Medical Leave of Absence.
2. Sign the completed Family and Medical Leave of Absence Request form.
 - a. Enter anticipated leave start and end dates in the member's work schedule.
 - b. Update the member's work schedule with any changes in leave status.
3. Forward the Family and Medical Leave of Absence Request form to Human Resources.
4. Remind members on Family Leave to notify Human Resources upon the birth or adoption of a child (P&P 400-8(a) Administrative Responsibilities-Status Changes).

NOTES:

Supervisors should avoid utilizing members assigned to S.W.A.T., C.N.T, Major Crimes Team or other specialized units, if possible, while they are absent on Family or Medical Leave.

The City of Racine Human Resources Department provides complete details on Family or Medical Leave absence. City of Racine policies and forms are available on the Human Resources section of "CORI."

RELATED PROCEDURES:

- [123- Department Support of Military National Guard & Reserve Units](#)
- [220-Processing Time Records](#)
- [400- Rules of Conduct](#)
- [Table of Contents](#)

REFERENCE:

City of Racine Human Resource Department- Family Medical Leave Policy