

CALCULATIONS OF TERMINAL LEAVE

Directive: 5.4

A. Accounting

The process of utilization of time owed for terminal leave will be.

1. Compensatory time
2. Any held-over vacation
3. Sick early-out days
4. Current and/or next year vacation
5. Holiday during vacation*

* (This applies only to holidays during vacation, not to holidays that occur during any other terminal leave days).

B. Leave

Any officer wishing to begin terminal leave must submit a written request for retirement at least **fourteen (14) days** in advance of the anticipated last working day. No retirement request will become effective until approved by the Chief of Police.

Upon approval by the Chief, the officer must report to the **Human Resources** Division and obtain an accounting of terminal leave and a retirement check-off form. The retirement check-off form must be completed and turned into the **Human Resources** Division prior to last working day. **All** police property and equipment must be turned into the Support Services Division prior to beginning terminal leave.

The Commanding Officer of the Human Resources Division will ensure that the officer's terminal leave calculations are reconciled with the Payroll Manager and forwarded to City Personnel within four (4) weeks.

C. Status

Upon start of terminal leave, an officer no longer has police powers, nor the right to carry a concealed deadly weapon without a proper State permit.

An officer must comply with court subpoenas during terminal leave and will be compensated according to the current police contract. Upon completion of terminal leave, retired employees will not be compensated for court appearances.

An officer will not be permitted to participate in Departmental training while on terminal leave, but will be permitted to complete an in-house college course started while on active duty.