Policy Title:		Departmental Leave / Personal Leave Days	
	OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER	Category	Departmental Leave Days
		Administrative Policy #	
		Revision #	
		Review Frequency	As Needed – no less frequently than triennially
Administrative Division	Human Resources	Reviewed By	Chief Administrative Officer, General Counsel, Human Resources Director
BOWC Approval		Last Reviewed/Update Date	
Implementation Date		Resolution #	

1. OBJECTIVE

1.1. To establish guidelines for granting Detroit Water and Sewerage Department (DWSD) employees with Departmental Leave Days, in accordance with the City of Detroit's policy.

2. PURPOSE

2.1. The purpose of this policy is to govern the process and amount of leave granted for Departmental Leave Days.

3. DEFINITIONS

"Departmental Leave Day" (also known as 'Personal Leave Day') means time granted away from work due to circumstances, which temporarily prevent the employee from continuing regular employment or to perform assigned duties with normal efficiency due to specialized experiences, family issues, or extenuating personal needs.

4. SCOPE

4.1. This policy applies to all DWSD employees.

5. RESPONSIBILITIES

5.1. **Human Resources**

5.1.1. The Human Resources Director publishes this policy; communicates this policy to all employees; reviews, approves and publishes divisional standard operating procedures; and updates this policy as necessary.

5.2. **Managers and Supervisors**

5.2.1. Managers and supervisors should be familiar with, understand, and act in full compliance with this policy.

5.2.2. Managers and supervisors review and approve requests for Departmental Leave.

5.2.3. Managers and supervisors shall notify Human Resources of all violations of this policy.

5.3. **Employee**

    5.3.1. Employees should be familiar with, understand, and act in full compliance with this policy.

    5.3.2. Employees must request Departmental Leave at a reasonable time prior to the leave date, when possible.

6. **POLICY**

6.1. **Departmental Leave Days**

    6.1.1. Departmental Leave is any time off that is granted for reasons including, but not limited to, specialized experiences, family issues, or extenuating personal needs.

    6.1.2. Departmental Leave cannot be used to supplement an employee's vacation or sick time.

    6.1.3. All employees requesting Departmental Leave must have prior approval from their immediate manager or supervisor.

    6.1.4. Departmental Leave will be charged to an employee's sick time, if available. Employees taking approved Departmental Leave who have exhausted all current sick time will receive excused and unpaid time.

6.2. **Departmental Leave Abuse**

    6.2.1. Misrepresentation as to the purpose of the Departmental Leave shall be grounds for cancellation of the leave approval.

    6.2.2. Employees are prohibited from outside employment while on a Departmental Leave.

    6.2.3. Any employee found in violation of this policy shall be subject to disciplinary action up to and including termination.

6.3. **Number of Departmental Leave Days**

    6.3.1. DWSD only allows a maximum number of five (5) Departmental Leave days per fiscal year.

6.4. **Failure to Return**

    6.4.1. Employees who fail to return from Departmental Leave as scheduled and who have not been approved for an extension prior to the scheduled date of return, are subject to disciplinary action. Refer to the Corrective Action policy for additional information.

6.5. **Reasonable and Necessary Accommodations**

    6.5.1. Management may take reasonable and necessary actions to accomplish the intent of this policy.

7. **PROCEDURE**

   7.1. **Departmental Leave Day Request**

       7.1.1. Employees must submit a written request for Departmental Leave to their immediate manager or supervisor at least 24 hours in advance of the desired time off. The request should include the date, time, and duration of the request.

       7.1.2. Managers and supervisors review and approve Departmental Leave requests.

       7.1.3. Managers and supervisors verify that Departmental Leave is recorded in the employee's time sheet accurately.