

# *Greenfield Police Department*

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June 25, 2019

Greenfield Board of Works and Public Safety

RE: General Order 19-002 Attendance and Pay

This is a request to amend Greenfield Police Department Rule #5 Standard Operating Procedure Attendance and Pay Policy. Currently, this policy restricts employees to taking vacation and personal time off in half shift increments. By doing so, if an employee does not have eligible compensatory time accrued, they do not have an option to take time off should they become ill in the last two hours of his or her working day.

General Order 19-002 is a request to strike language of personal and vacation time being used in 4, 6, 8 or 12 hour increments. This would allow employees to use personal and vacation time hourly. Additional changes were also made to this policy due to recent changes in the City of Greenfield time sheet. If approved, this Order would become effective immediately.

Respectfully Submitted

Jeff Rasche Chief of Police

*“To protect and serve the citizens of Greenfield”*