

CULVER CITY POLICE

DATE: August 18, 2025

NO: 2025-08b

Request for LEAVE OF ABSENCE/TIME OFF Documentation

Introduction:

To streamline the processing of leave of absence/time off, all Culver City Police Department personnel are required to complete and submit the appropriate form for leave requests. This bulletin outlines the procedures for the “**Request for Time Off**” forms, including required fields, appropriate usage, and supervisory responsibilities.

REQUEST FOR TIME OFF / LEAVE OF ABSENCE

Effective Date: Immediately

The following procedure must be followed when requesting time off:

Form Completion

Employees must complete the Request for Time Off form in advance of the requested leave.

Required fields include:

- Date of request
- Employee name
- Start and end date/time of leave
- Selected benefit type
- Total number of requested work hours of leave

****Employees are encouraged to submit requests well in advance to allow for planning and review. Failure to submit a Request for Time Off, in absence of extenuating circumstances, may result in discipline****

Benefit Types

Select the appropriate leave code, including but not limited to:

- 300 Vacation
- 310 Sick Leave
- 322 Comp Time Used
- 350 In-Lieu Police
- 360 Admin Leave Management
- 364 Admin Leave SVC Hours
- 384 Emergency Leave

Leave Benefit Type Usage

Employees are responsible for monitoring their available benefit balances. Any requested time off hours more than the balance for the requested benefit type will result in the use of another benefit type. If the employee fails to respond to a request for use of another benefit type, the Payroll Administrator, or designee, will select an appropriate benefit type without further notification.

Submission & Signature

The completed form must be signed by the employee and submitted to their immediate supervisor.

SUPERVISOR RESPONSIBILITY

Documentation & Filing

The supervisor must ensure sufficient staffing coverage before approving the request. After approval, the supervisor shall submit the form to the Timekeeper mailbox, located in the mailbox area next to the Watch Sergeant's Office, for processing and recordkeeping. If leave/time off is denied, return the Request for Time Off form to the submitting employee.

Exigent Circumstances for Leave/Time Off

Any supervisor notified of an employee's request for leave/time off due to extenuating circumstances (i.e. family emergency, bereavement, illness, etc.) **SHALL** complete a Request for Time Off on behalf of the requesting employee, approve, and submit the form to the Timekeeper's mailbox for processing.

****Failure to submit and/or approve a request for time off compensation in a timely manner may result in discipline****

EXECUTIME

Employees are *not permitted* to enter their own leave/time off into Executime. The Administrative Lieutenant will enter and approve all supervisor-approved time off requests, as received, and submit for payroll processing.

Employee Responsibility

ALL department employees **SHALL** initial their timecard in Executime, **no later than by the end of shift on their last regularly scheduled workday**, acknowledging and verifying their hours worked are accounted for and the deducted benefit hours are appropriate on the current pay period.

****Failure to initial your timecard in Executime may result in discipline****

Thank you,

Troy Dunlap
Assistant Chief of Police