Bowie State University Police Department

General Order

Subject: Benefits and Conditions of Work  Number: 11
Effective Date: September, 2000  Rescinds: Former Article 22.2.14
Approved: Director Joseph Powell

This article contains the following sections:

11.1  Policy
11.2  Leave
11.3  Payroll
11.4  Court Service
11.5  Termination/Separation
11.6  Call Off Duty Addendum

11.1  Policy

11.1.1 Members shall, except when on authorized or medical leave, report for the prescribed tours-of-duty and carry out their assigned duties and responsibilities.

11.1.2 No member of force shall absent himself/herself from duty without proper authority.

11.1.3 All applications from members for any type of leave shall be made on the form provided for that purpose, and shall be submitted to the member's supervisor, who shall either approve or disapprove the request or submit it through channels for decision, as appropriate.

11.1.4 Members, while off-duty or on authorized leave, shall be subject to recall. They shall, therefore, notify the Shift Commander where they may be located in the event of an emergency.

11.1.5 In order to protect the public health, safety, and welfare of the BSU community, members are required to work those hours or days as directed by the Assistant Director, in an order, regulation, or directive issued by him/her verbally or in writing, and regardless of whether scheduled workdays fall on holidays or weekends.
11.1.6 No member shall feign illness, avoid responsibility, or attempt to shirk his/her duties.

11.1.7 All leave with the exception of sick leave must have prior approval. No member shall call the Office of Campus Safety to put him or herself on leave. They must speak to the on-duty supervisor or administrator for approval.

11.2 Leave

11.2.1 Annual Leave

A. Annual leave is available to the extent it is earned, provided that the dates for the leave are approved by the responsible superior officer.

B. From the first through the sixth month of continuous service, no annual leave shall be earned but is credited for record-keeping purposes. After completion of the sixth month of service, such annual leave becomes available for use.

C. Annual leave is earned at the following rates:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Annual Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5</td>
<td>Two weeks</td>
</tr>
<tr>
<td>5 but less than 10</td>
<td>Three weeks</td>
</tr>
<tr>
<td>10 but less than 20</td>
<td>Four weeks</td>
</tr>
<tr>
<td>20 years and over</td>
<td>Five weeks</td>
</tr>
</tbody>
</table>

11.2.2 Personal Leave

A. All classified employees are eligible to receive up to three (3) days of personal leave each calendar year, to be used in a minimum of one-hour increments.

B. Personal leave is subject to the approval of a member's supervisor.

C. Personal Leave cannot be denied for religious reasons.

11.2.3 Requests for Leave (Annual, Personal, Holiday, Administrative, Comp Time, Sick, or Military Leave)

A. Members shall not request or take leave that they have not accrued or earned without approval from the Assistant Director.

B. Members shall be responsible for maintaining a record of their leave balances to ensure that leave requested and leave taken has been previously earned.
11.2.4 Vacations

A. The vacation selection process shall be based on seniority. The senior supervisor and senior officers shall have the opportunity to select "first" as to the two-week period they wish to be on vacation.

B. Each member shall be allowed to select one 14-day prime time period by submitting a Form 95 with his/her first choice and two (2) alternate choices. The alternate choices shall be used if the first choice cannot be granted because of more senior members selecting the same time period.

C. Members shall be permitted to take annual leave in smaller allotments, manpower permitting.

11.2.5 Holidays

A. University employees are entitled to 14 holidays per year, or 15 during years of general and congressional elections.

B. The university schedules the observance of selected holidays on days other than the date of occurrence when it is in the best interests of the university.

C. The university retains the right to require an employee to perform duties on a holiday when operational needs require the employee's services.

11.2.6 Leave Without Pay

A. Any member may apply for, and the responsible superior officer may grant, a leave of absence without pay for a period not to exceed 30 calendar days.

1. No leave without pay during the probationary period may be granted, except for disability while on active duty.

2. The Campus Director of Human Resources must approve a leave of absence without pay beyond 30 calendar days.

3. The approval of a leave of absence beyond 30 days does not guarantee that the employee will be reinstated to university service, except under certain conditions.

B. A member on approved leave of absence shall surrender all issued equipment until such time as he/she is returned to full duty.

11.2.7 Sick Leave

Reviewed 7/03
A. Sick leave is paid leave granted to employees in an effort to provide some protection against the loss of earnings due to absences for health and allied reasons.

B. A full-time employee shall earn sick leave at the rate of 15 workdays per year. Employees who are appointed at least 50% time shall earn sick leave on a pro rata basis. Sick leave is accumulated and carried forward from year to year without limit.

C. An employee may use on a continuous basis earned leave (sick, annual and personal leave), advanced sick, extended sick leave, leave granted through the leave reserve fund, or unpaid family medical leave, as needed for personal illness.

D. An employee may request that his/her illness, injury, or disability occurring during a period of annual or personal leave be charged to sick leave. Verification of such illness, injury, or disability may be required by the Chief Executive Officer or designee as provided in Section IV of this Policy.

E. Sick leave shall be granted by the Chief Executive Officer or designee when an employee is absent because of:

1. Illness, injury, or disability of the employee.
2. A pre-scheduled and approved, or emergency medical appointment, examination, or treatment for the employee with an accredited, licensed or certified medical provider listed in Section IV.C. of this Policy that cannot be scheduled during non-work hours.
3. Illness or injury in the employee’s immediate family and medical appointments, examinations or treatments for the immediate family member with an accredited, licensed or certified medical provider listed in Section IV.C. of this Policy that cannot be scheduled during non-work hour.

   a) Immediate family as used in this section of the policy shall mean a spouse, child, stepchild, grandchild, mother, father, mother-in-law, father-in-law, brother, sister, grandparent, brother-in-law, sister-in-law, or legal dependent of the employee irrespective of residence. Use of sick leave shall also be granted to care for any other relative who permanently resides in the employee’s household for whom the employee has an obligation to provide care. The Chief Executive Officer or designee may require an employee to provide certification by a medical provider listed in Section IV.C. of this policy to demonstrate this obligation or to authenticate the need for the employee to care for the ill family member.

   b) Up to fifteen (15) days of accrued sick leave shall be granted by the Chief Executive Officer or designee during any one
calendar year for medical care of a family member

4. Death of a Relative

a) For the death of a close relative, the CEO or designee shall grant the use of up to three (3) days of accrued sick leave. If the death of a close relative requires an employee to travel requiring staying away from home overnight, upon request the CEO or designee shall grant the use of up to a maximum of five (5) days of accrued sick leave for this purpose.

b) Close relative as used in this section of this policy shall mean a spouse, child, step-child, mother, father (someone who took the place of a parent), mother-in-law, father-in-law, grandparent or employee or spouse, grandchild, son-in-law, daughter-in-law, brother, sister, brother-in-law, sister-in-law, or other relative who permanently resided in the employee’s household.

c) The CEO or designee shall grant the use of up to a maximum of one (1) day of sick leave for reasons related to the death of the employee’s aunt, uncle, niece, nephew or his/her spouse’s aunt, uncle, niece, nephew.

5. Pregnancy-related disabilities, childbirth, and immediate recovery therefrom

a) A female employee may request the use of accrued sick leave for any period of time related to temporary disability during pregnancy or related to childbirth and immediate physical recovery therefrom.

b) A female employee planning to request the use of sick leave for the purposes listed in this subsection shall be governed by the provisions of this policy.

c) The employee shall keep the CEO or designee informed of any changes to her condition which affect the length of time that she will need to be away from work.

6. Birth of a child or placement of a child with the employee for adoption

a) Up to a maximum of 30 days of accrued sick leave may be used to care for a child immediately following the birth of a child or placement of the child with the employee for adoption. In the case of an adoptee child, sick leave is only
available in connection with a formal adoption and shall be
granted only if the employee making the request is the person
having primary responsibility for furnishing the care and
nurture of the adoptee. In the event that both parents are
USM employees, sick leave to care for the child, as provided
under this section is available for only one parent.

b) The CEO or designee shall grant the employee’s request if the
employee has furnished satisfactory documentation of the
birth of the employee’s child or an agreement of placement
for adoption.

F. An employee who returns to regular USM Service within two years of
separation shall have the unused sick leave earned during the prior service
restored, provided the employee returns to a position eligible to earn sick
leave.

11.2.8 Directed use of Sick Leave/Medical Examinations

A. The CEO or designee, in accordance with the institution’s policy on Family and
Medical Leave, may direct an employee to use accrued sick leave if he/she
determines that an employee is unable to perform the responsibilities of his/her
position due to illness, injury or disability.

B. While in either active work status or on any type of employee-related sick leave, an
employee may be required to undergo a medical examination(s) and evaluation(s),
and may be required to provide verification of fitness for duty, as directed by the
CEO or designee to ascertain whether the employee is able to regularly and routinely
perform the responsibilities of his/her position.

1. If the examination is conducted by a physician selected by the USM
institution, the institution shall bear the costs of such medical examination.
The employee may, however, see his/her own physician at the employee’s
own cost.

2. If the examination(s) reveal that an employee is unable to regularly or
routinely perform the responsibilities of his/her position, action may be taken
by the CEO or designee in accordance with policies on voluntary separation,
termination, reasonable accommodation, modified duty or disability
retirement, if applicable.

3. In cases where there is a conflict between the evaluation, prognosis, diagnosis
or recommendation of the employee’s personal health care provider and the
physician selected by the USM institution, the CEO or designee may choose
which health care provider’s report to follow; or may require subsequent
medical examinations and evaluation in deciding what steps should be taken.
regarding the employee’s sick leave status or continued employment. If subsequent medical examinations and evaluations are required, the expense of such shall be borne by the USM institution. The decision of the CEO or designee is final.

11.2.9 Verification of Absences Charged to Sick Leave

A. In order to assure medical attention for an employee or to prevent the abuse of sick leave usage, the CEO or designee may require an employee to submit verification of the use of accrued sick leave, advanced or extended sick leave.

B. Verification may include but may not be limited to:

1. A written statement from the medical provider (as listed in Section 11.2.9C of this Policy) indicating that the employee is required to be absent from work due to illness;
2. The duration of absence from work;
3. Prognosis of employee’s ability to return to work;
4. Title and original signature of an accredited, licensed or certified medical provider; and
5. Any other information necessary to verify that the employee’s use of sick leave is in accordance with this policy;

C. Medical verification as outlined in this Policy may be obtained by any accredited Christian Sciences practitioner, or by the appropriate of any of the following licensed or certified medical providers:

1. Physician;
2. Physical Therapist;
3. Clinical Psychologist;
4. Dentist;
5. Oral Surgeon;
6. Chiropractor;
7. Podiatrist;
8. Certified Nurse Practitioner;
9. Certified Nurse Midwife; or
10. Licensed Certified Social Worker-Clinical

11.2.10-Advanced Sick Leave

A. An employee who sustains a temporary, recoverable illness, injury, or serious disability may request advance use of sick leave subject to the following four conditions.
The employee shall:
1. have completed six months of continuous USM service;
2. have completed an original probation period, if applicable;
3. have exhausted all other types of accrued leave; and
4. have a satisfactory record of sick leave usage and work performance

B. Advanced sick leave is not an entitlement. The granting of requests for advanced sick leave shall be at the discretion of the CEO or designee.

C. Advanced sick leave shall not be granted in instances where the illness or injury or disability occurred on the job, and the employee has been granted accident leave or temporary total disability benefits by the Workers’ Compensation Commission.

D. Written requests for advanced sick leave shall be submitted by the CEO or designee and shall be supported by written verification by an accredited, licensed, or certified medical provider as outlined in Sections 11.2.9B & 9C of this Policy.

E. Sick leave may be advanced at the rate of fifteen (15) working days per year of service to a maximum of (60) working days in any one calendar year.

F. The use of advanced sick leave constitutes a debt for which payment shall be enforceable upon the employee’s return to work or upon the employee’s separation from employment, whichever is earlier. Upon return to work, the minimum rate of payback for advanced sick leave shall be at one-half the rate that sick leave an annual leave is earned. An employee may elect to pay back advanced sick leave by applying any earned leave or by reimbursing the USM with cash.

G. Annual, sick and holiday leave earned, and personal leave credited while on advanced sick leave shall be applied as earned/credited.

H. Additional request for advanced sick leave will not be granted until all previously granted advanced sick leave has been repaid. The only exception to this provision is in cases where the maximum amount of advanced sick leave had not been requested originally and additional advanced sick leave, consecutive to that already granted, is needed to cover the employee’s continued absence arising from the original illness, injury or disability.

I. The CEO or designee may refer an employee who is on advanced sick leave as follows:

1. The employee may be referred to an USM institution-named physician for periodic examinations to determine the nature and extent of the illness, the employee’s progress toward recovery, the length of time necessary for
recovery, and an estimated date of return to work.

2. If there is a conflict between the employee’s physician and the USM institution-named physician, the provisions at Section 11.2.8.B3 shall apply.

**11.2.10-Extended Sick Leave**

A. An employee who sustains a temporary, recoverable illness, injury or serious disability may request extended sick leave, subject to the three following conditions:

The employee shall:
1. Have been in USM and/or State service for at least five years;
2. Have exhausted all types of accrued leave and advanced sick leave; and
3. Have a satisfactory record of sick leave usage and work performance.

B. Extended sick leave is not an entitlement. The granting of requests for extended sick leave shall be at the discretion of the CEO or designee.

C. The maximum cumulative total of extended sick leave available to an employee while in USM or State service is 12 work months (52 work weeks).

D. Annual, sick and holiday leave accrued, and personal leave credited while on extended sick leave shall be applied as earned/credited.

E. Written requests for extended leave shall be submitted to the CEO or designee and shall be supported by written verification by an accredited, licensed or certified medical provider as outlined in Sections IV.B and IV.C of this Policy.

F. The CEO or designee may refer an employee who is on extended sick leave as follows:

1. The employee may be referred to an institution-named physician for periodic examinations to determine the nature and extent of the illness, the employee’s progress toward recovery, the length of time necessary for recovery, and an estimated date of return to work.
2. If there is a conflict between the employee’s physician and the institution-named physician, the provisions of Section III.B.3 shall apply.

**11.2.12-Other**

For other related policies, please see Policy on Leave Without Pay, Policy on Leave Reserve Fund, Policy on Family and Medical Leave, and Policy on Accident Leave.
11.2.13-Notifications concerning Sick Leave

A. A member shall notify the Shift Commander no less than one (1) hour prior to the time the member is to report for his/her next tour-of-duty, assignment, or detail, if he/she is unable to report to duty because of illness or injury.

B. In the event the Shift Commander cannot be reached:

1. The member shall notify the police dispatcher or the person working desk duty that he/she is sick or injured;
2. The person receiving the notification shall record the appropriate information in the journal and personally notify the Shift Commander.

C. In the event that a member reports to work and then gets sick, the member shall:

1. Advise his/her immediate supervisor; and
2. Receive confirmation from the supervisor before going off-duty and leaving campus.

D. If the immediate supervisor cannot be reached, the member shall:

1. Advise the assistant on-duty that he/she cannot continue to work because of illness; and
2. Place in the journal the time and date, and note that he/she reported off-duty and left campus due to illness.

E. Members reporting back from sick leave shall notify the Shift Commander of their return at least one (1) hour before prior to reporting in for duty.

F. Members who sustain an injury in the line-of-duty shall promptly notify, or cause to be notified, their Shift Commander.

11.2.14-Light Duty

A. **Policy:** The BSUPD shall not require its members/employees who are ill, pregnant or injured to perform assignments which place them at known medical risk. The restricted duty status has been established for personnel with **temporary medical disabilities** and for personnel whose responsibilities are limited administratively for other than medical reasons.

B. **Purpose:** To establish procedures for assigning members/employees with temporary medical disabilities to restricted duty status.
C. **Definitions:** **Full Unrestricted Duty** - The status of members who are fully capable of exercising police powers and performing all duties normally assigned to office of their rank and training. The status of employees who are fully capable of performing all tasks normally associated with their position and duty assignment.

**Restricted Duty:** A status for personnel who are temporarily hampered by a medical disability, who request to continue working in some capacity, and who are medically certified as capable of performing limited tasks. Personnel assigned to restricted duty shall not work more than eight hours and shall not be assigned additional duty. Assignment to restricted duty shall not exceed one year for any one medical disability. Personnel may be assigned to restricted duty administratively for reasons other than medical. Members lose their police powers while assigned to the restricted duty status. Probationary periods shall be extended by the period of time members/employees on probation are assigned to restricted duty. Personnel are allowed to work Holidays while on restricted duty, just as long as the Holiday is on a member's/employee's normal work day.

**Non-Duty Status:** The status of member/employees assigned to any one of the following: sick leave, administrative leave, annual leave, compensatory leave, continuation of pay, leave without pay, or reduced pay status.

**Active Duty:** Refers to both full unrestricted and restricted duty status.

**Medical Certification:** Documentation signed by a licensed medical practitioner or by his designee describing the medical condition treated and designating which duty status is medically appropriate (Full Unrestricted, Restricted, or Non-Duty) or defining any medical limitations on the member's/employee's ability to perform his/her duties.

**Waivers:** Letters releasing the BSUPD and University from liability for permitting a member/employee who has a temporary medically disability to continue working

- Pregnancy Waiver
- Spousal Waiver

**Procedure:** Proceed as follows whenever a member/employee is able to accomplish limited tasks, but (due to a temporary medical disability) is unable to perform all duties normally expected of medically fit police personnel.

**Member/Employee:**
1) Request restricted duty status if you desire to continue work in some limited capacity by submitting an illness, injury, or pregnancy report to their supervisor.
2) **Member Only** shall surrender issued duty weapon, badge, cap plate and I.D. to
3) Complete relevant waiver forms which are acceptable to you and/or spouse and submit to your supervisor.
4) Do not wear any part of the issued uniform or items of clothing that would identify you as a police officer while on restricted duty assignment or while commuting to and from work.
5) Notify your element/unit at least one hour prior to returning to Full Unrestricted Duty.

(a) Obtain a medical certificate which states you are medically fit for Full Unrestricted Duty or states you are medically able to perform all duties which may be assigned.
(b) Do not wear your uniform until your issued weapon, badge, cap plate, and BSUPD I.D. have been returned.

11.2.15-Military Leave

A. An employee who is a member of the organized militia, i.e., the National Guard or a federal armed forces service unit, shall be entitled to leave of absence for military training for a period of not more than fifteen (15) working days annually, without loss of pay or charge against any leave.

B. Members in this status shall submit a copy of military training days and/or military orders to the Administrative Sergeant prior to approval.

11.2.16-Reporting Late for Duty/Tardiness

A. When a member becomes aware that he/she will be late reporting in for duty, he/she shall notify the on-duty Shift Commander, stating an approximate time of arrival and reason for lateness. Upon his/her arrival, the member shall submit a Form 95 explaining the reason for his/her lateness.

B. Progressive discipline shall be administered for inexcusable latenesses within a 12-month period as follows:

<table>
<thead>
<tr>
<th>Latenesses</th>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Counseling with Documentation</td>
</tr>
<tr>
<td>4</td>
<td>Formal Counseling</td>
</tr>
<tr>
<td>5</td>
<td>Written Reprimand</td>
</tr>
<tr>
<td>6</td>
<td>Fine and/or Suspension</td>
</tr>
</tbody>
</table>

C. Nothing in this order shall preclude a supervisor from recommending more stringent
disciplinary action to the Assistant Director, following any single instance of tardiness, should the circumstances justify such action.

11.2.17-Absent Without Leave (AWOL)

A. Absent without leave shall be defined as an officer not having authorization or approval in writing to be absent from duty.

B. When a member is more than two (2) hours late reporting for duty and has not contacted the Communications Room or Shift Commander, he/she shall be placed in an absent without leave status.

C. When a member is absent without leave, the Assistant Director may recommend that the member be cited for disciplinary action.

D. Nothing in this order shall preclude a supervisor from recommending disciplinary action to the Assistant Director, following any single instance of AWOL, should the circumstances justify such action.

11.3-Payroll

11.3.1 Time-keeping and payroll journals shall be maintained by the Administrative Section of the BSUPD.

11.3.2-Shift Differential

A. Extra compensation shall be granted to each member who works on a regularly scheduled shift starting between 1400 and 0100 hours.

B. There shall be levels of shift differential pay, and each level shall be assigned to a designated group of salary grades.

C. Shift differential shall apply only to employees rendering a service within a department that operates on two (2) or more regularly scheduled shifts daily.

D. Any person who works all or part of a regularly scheduled shift beginning between 1400 and 0100 hours, whether or not he/she is assigned to that shift, shall receive the full and pro rata differential provided for his/her class and pay scale.

E. Any person who fails to work the shift by reason of holiday, annual leave, sick leave, or leave without pay shall not be eligible to claim the shift differential for such shift. Members who work on the permanent shift which has a starting time between 1400 and 0100 hours are an exception.
11.3.3 Call Back

A. When a member is required to return to duty, because of a staffing requirement or some other type of emergency condition requiring police attention, and such return has been approved by the Assistant Director, he/she shall be eligible for call-back compensation.

B. There shall be a minimum call-back time of two (2) hours.

1. A member who is called back shall be paid for a minimum of two (2) hours additional work time even if the time spent on-duty is less than two hours.

2. These circumstances apply only to a member who is called back after having left the premises, and do not apply to the member who may be working overtime as a continuation of his/her normal hourly schedule.

C. Normal travel from home to BSU shall not be counted as work time.

1. However, where a member has gone home after completing a tour of duty and subsequently is required to return to BSU in order to perform required police duties, travel time shall be included as work time.

2. Such hours spent in travel shall be considered as hours worked, and count toward the two-hour minimum call-back time and the accumulation of overtime hours.

D. Any member who is called back during a qualifying shift shall receive a pro-rata shift differential, as provided in Section 11.2.2 entitled "Shift Differential."

11.3.4 Court Time

When a member attends court on his/her off-duty hours, he/she shall receive a minimum of four (4) hours paid overtime, even if the time spent in court is less than four (4) hours.

Exception: When a member has a court case scheduled at such a time, e.g., 1400 hours, that it extends into his/her 4 to 12 tour-of-duty, he/she shall only be paid overtime up to 1600 hours roll call.

11.3.5 Overtime

A. Members requesting payment for overtime shall:

1. Complete BSUPD Form BF/P 39 in duplicate (ink or typed);

2. When checking the reason for overtime, use the following procedure:

   a. "Court." After making indication of same, enter time in hours and/or
minutes. Enter total overtime on the line which follows "Request Payment For." Make certain that the court appearance slip is attached along with any case-related form(s).

b. "Other." When "Other" overtime is indicated, one or two words are sufficient to describe the category; i.e., if a member works over after his/her regular tour-of-duty, he/she should indicate "regular overtime." Other categories may be identified by "arrest," "registration," etc.

© Members shall not work overtime under any circumstances without prior approval from the Shift Commander or a higher-ranking officer; and

3. After signing, forward to the Shift Commander, who shall initial (as approval) and forward to the Assistant Director.

B. After final approval from the Assistant Director, the completed form shall be forwarded to the Budget Officer for final disposition.

### 11.3.6 Unscheduled Overtime - Special Duty Assignments

A. Special duty assignments are classified into two categories:

1. Mandatory assignments: those critical to accomplishing department goals, and;

2. Voluntary assignments: those not deemed crucial to the accomplishment of department goals, but which provide a service.

B. Members directed to perform special duty in the mandatory category shall be required to work such duty at the overtime rate of pay or compensation time, and under the same conditions as regularly scheduled duty.

C. If insufficient interest is expressed on a voluntary special duty assignment, members shall be put on a mandatory assignment basis by the appointing authority.

### 11.4 Court Service

#### 11.4.1 Jury Service

a. A member who is required to serve as a member of any jury shall be permitted to be absent from his/her duties without loss of pay and without charge against any leave.

b. If, after reporting for jury duty, it is determined that the member's services are
not required and he/she is dismissed for the day, if time will permit, the member shall return to his/her regular duty assignment.

c. A member who is selected for jury service shall notify the Assistant Director of such selection without delay.

d. Where the public interest requires that a member should not be absent from his/her duties, the Assistant Director may request the appropriate judge to excuse the member.

e. The judge shall be the final authority as to whether a member may be excused from jury service.

11.4.2 Subpoena

a. A member who is summoned to appear in a court action before a grand jury, before an administrative agency, or for a deposition, and is neither a party to the action nor a paid witness, may be absent from his/her duties without loss of pay or charge to any leave.

b. If a member is paid for his/her services as a witness:
   
   (1) Such absence may be charged against his/her annual or personal leave;

   (2) He/she may be granted a leave of absence without pay, provided he/she does not have sufficient leave to cover such absence; or

   (3) He/she may endorse the check to the university and not have the period charged against his/her annual leave.

11.5 Termination/Separation

11.5.1 A member who desires to resign in good-standing shall give his/her supervisor at least 30 days written notice of resignation. Failure to provide the required notice may result in being denied future university employment.

11.5.2 The effective date of a member's separation shall be the last day worked.

   A. The taking of leave beyond that date shall not be approved.

   B. Therefore, the effective date of a member's separation shall not be extended by the use of accumulated leave benefits.

11.5.3 The only exception to the above policy in Section 11.4.2 is that the taking of terminal leave

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may be approved for a member who is ill or who intends to go on retirement pay at the earliest possible date following the terminal leave. In these cases the effective date of the member's separation shall be the last day of the approved leave rather than the last day worked.

11.5.4 The member shall be paid for all holidays and leave earned but not taken. The member shall be compensated for no more than two (2) days of compensatory time earned and unused during the six (6) months preceding the date of termination.

11.5.5 Members who terminate employment with the BSUPD for any reason shall be required to surrender all issued agency equipment by the effective date.

11.5.6 Equipment which shall be surrendered includes, but is not limited to:

   a. Uniforms,
   b. Hats,
   c. Weapons,
   d. Lights,
   e. Badge,
   f. Belts,
   g. Brass,
   h. Police I.D.,
   i. University I.D. Cards,
   j. Manual and other directives, and
   k. Keys.

* Rescissions

   1. Article 11.2.14