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| Series 400 Personnel | Effective Date 12/09/2022 | Review Date Annually | Directive Number 401.11 |
| Chapter 401 - Career Development | | | |
| Reviewing Office Labor Relations | | | <input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions in <i>italics</i></small> |
| References DPOA Contract 2014-2020, DPLSA Contract 2014-2020, DPCOA Contract 2014-2020 | | | |

HOLIDAYS – SWORN MEMBERS

401.11 - 1 PURPOSE

The purpose of this directive is to outline guidelines, procedures, and policies for paid holidays for which members of the Detroit Police Department (DPD) are entitled.

401.11 - 2 PROCEDURE

1. Members shall be entitled to the following holidays in accordance with their collective bargaining agreements:

a. D.P.O.A., D.P.L.S.A., AND D.P.C.O.A.

- New Year’s Day – January 1st
- Memorial Day – Last Monday in May
- Independence Day – July 4th
- Labor Day – 1st Monday in September
- Veteran’s Day – November 11th
- Thanksgiving *Day* – 4th Thursday in November
- Christmas *Day*– December 25th

401.11 - 2.1 Excused Time

Detroit Police Command Officers Association, Detroit Police Lieutenants’ and Sergeants’ Association, and Detroit Police Officers Association members shall be granted eight (8) hours of “Excused Time” on the last scheduled paid day prior to Good Friday, and eight (8) hours of “Excused Time” on the last scheduled paid day before Christmas Day and before New Year’s Day and Martin Luther King’s Birthday provided they are on the payroll through the holiday in question. Members required to work any portion of the “Excused Time” on these days will receive equal time off for hours worked or straight time cash at the option of the Chief of Police. No holiday premium will be paid for work on these days.

401.11 Holidays - Sworn Members**401.11 - 2.2 Working a Holiday**

1. Members required to work a holiday shall be compensated in accordance with the prevailing wage premiums set forth in the applicable bargaining agreement. A member who is not required to work on a holiday shall be granted the day off with pay provided the member has received at least eight (8) hours of pay, exclusive of overtime, in the calendar week prior to, during, or after the holiday and provided the member continues on the payroll through the holiday in question and would otherwise be qualified for the holiday.
2. Credit for working a holiday shall be given to members assigned to an overlapping shift, that is, one which commences on one day and concludes on the following day, if the official entry of attendance in the time book is recorded on the designated date on which the holiday is celebrated. The official entry of attendance in the time book shall indicate the holiday. Any member who works a shift during which four (4) or more regularly assigned hours, excluding overtime, extend into a paid holiday, shall be entitled to holiday pay for the entire eight (8) hour shift provided that the application of this rule shall not entitle any member to more than eight (8) hours holiday pay for regular hours worked on a single holiday.

401.11 - 3 Scheduling for D.P.O.A. Members

1. The scheduling of D.P.O.A. members to work holidays shall be governed solely by Department need. Unless authorized by the commanding officer of the Department entity, D.P.O.A. members shall not be permitted to change platoons in order to work a holiday. Commanding officers shall review proposed work schedules for holidays to determine that they are based on actual needs of the Department.
2. Under normal conditions, holiday assignments for D.P.O.A. members shall be posted seven (7) calendar days prior to the holiday. In instances where two (2) holidays fall within a fourteen-day period, assignments for the second holiday will be posted a minimum of two (2) days in advance of that holiday. Should a position become available after the holiday detail sheet is posted and the Department decides to fill that position, supervisors will poll the next eligible D.P.O.A. member(s) to ascertain if that member wishes to work the holiday. Those members who decline under this circumstance shall not be considered a refusal, and shall be entered on the roster as "Holiday - Late Posting" for Detroit Police Officers Association members. Once the holiday detail sheet is posted within the minimum contractual posting time, it may be changed only to correct an error or to fill a vacancy, and after notice to a local union representative. Supervisors shall notify any D.P.O.A. member affected by such a change as soon as possible.
3. Holiday detail sheets are posted in order to give all parties advance notice of assignments and to permit the union steward or the D.P.O.A. member to bring any mistakes to the attention of the immediate supervisor in a timely manner. A D.P.O.A. member shall notify their immediate supervisor of an error on the holiday detail sheet upon discovery, so that it may be corrected. If a D.P.O.A. member knows or reasonably should have known of an error and fails to provide such notice of the error to the immediate supervisor, the error is not grievable.

401.11 Holidays - Sworn Members**401.11 - 3.1 Holiday Work Roster (DPD592)**

1. The Holiday Work Roster shall be prepared for the purpose of keeping a complete record of holiday assignments and facilitating an accurate rotation of holiday work opportunities. This roster shall be prepared by Department entity and platoon, as applicable. Rosters shall be kept up to date and shall cover the period of July 1 through June 30. However, the holiday roster shall have a continual rotation, which will not start a new rotation each July 1.
2. Rosters will be posted on bulletin boards in each Department entity. Names shall be placed on the roster beginning with the most senior D.P.O.A. member and descending in strict seniority order. Names of D.P.O.A. members will be added to various rosters due to transfers, shift changes, recalls from layoff, new hires, etc. Members shall be added to a roster according to their respective seniority dates. A D.P.O.A. member being added to a roster with a common seniority date of a member already on the roster shall be placed on the roster immediately below the member(s) already on the roster with the same seniority date. If the holiday detail sheet has already been posted in accordance with contractual time limits for posting, additional members shall be placed on the roster for the next holiday and not considered for the holiday already posted unless new vacancies occur prior to the holiday.
3. The scheduling of D.P.O.A. members to work on holidays shall be on a seniority rotation basis with separate rotating rosters for each Department entity by platoon as specified in the current applicable bargaining agreement.
4. If insufficient personnel volunteer to work the holiday, reverse seniority shall prevail and members shall be ordered to work. However, members on furlough shall not be ordered to work a holiday.
5. Members who are sick or disabled shall not be offered the opportunity of working the holiday. A D.P.O.A. member's holiday status for the previous holiday shall be taken into consideration regardless of where the member worked or what roster the member was on. Once all members are listed on the roster, the supervisor preparing holiday assignments shall begin the selection process by first selecting only those members, in seniority order, beginning at the starting point of the previous holiday cut off point, who were carried with a "special red designation". Holiday furlough, holiday jury duty, holiday sick, holiday disabled, holiday – absent with leave, holiday – suspended, holiday late posting, holiday – funeral leave, and holiday light duty shall have priority over a red normal holiday designation. Once all D.P.O.A. members with special red designations are selected for work opportunities, the continual rotations shall continue from where it left off the previous holiday (the previous holiday roster cut off point) until sufficient D.P.O.A. members are obtained. A new cut off point will then be marked following the last D.P.O.A. member selected to work.
6. Members scheduled for a furlough period that would include a holiday shall not be charged with a furlough day for that holiday. D.P.O.A. members on furlough when a holiday occurs shall be offered an opportunity to work the holiday if their names are reached on the roster. If the member accepts the opportunity, the entry made on the holiday roster shall be the same as if the holiday had been worked while not on furlough. A D.P.O.A. member's furlough shall also include the leave days attached to the furlough.

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7. In order to assure that the holiday scheduling of such members can be properly managed, prior to starting the furlough or prior to the minimum posting date, whichever is earlier, the members must inform their immediate supervisor in writing whether or not they desire to work the holiday. The supervisor shall take into account the member's choice when making up the holiday detail sheet. D.P.O.A. members on furlough who have expressed a desire to work shall be responsible for determining from the officer in charge whether or not they are scheduled to work the holiday. Furloughed members who receive a holiday assignment are subject to all the employment and payroll rules of other members also scheduled to work. Being on furlough shall not be an acceptable excuse for such D.P.O.A. members who fail to report for their holiday assignments. D.P.O.A. members on furlough when a holiday occurs and who decline their opportunity to work shall not be considered as having refused holiday work and shall be carried on the roster as "Holiday Furlough" (HF). D.P.O.A. members on furlough when a holiday occurs who did not have an opportunity to work because their names were not reached on the roster shall be *carried as* "Holiday" (H).

401.11 - 3.2 Limited Duty Status

1. Members on limited duty status are fully entitled to participation in the normal continuous rotation of holiday work opportunities. However, their opportunity to receive an assignment is restricted to those assignments which can be performed by D.P.O.A. members on limited duty. Limited duty positions shall not be created by bumping regularly assigned D.P.O.A. members from their respective regular job assignment. Members temporarily assigned out to other commands shall remain on the holiday roster of their parent commands and are fully entitled to work a holiday assignment at those commands when their names are reached, except for those details and assignments specifically exempted by bargaining agreement.
2. D.P.O.A. members working a holiday shall normally work their regular assignments. In the event that a D.P.O.A. member's regular assignment is not scheduled to be worked on the holiday, the D.P.O.A. member shall be assigned to other vacant detail sheet assignments from within their respective rosters. Job bumping shall not be allowed among D.P.O.A. members eligible to work the holiday.
3. Leave days shall not be scheduled on any designated holiday. D.P.O.A. members who are scheduled to work a holiday but are unable to do so because of sickness or disability shall be carried "Holiday Sick" (HS) or "Holiday Disabled" (HD) on the holiday roster.

401.11 - 4 Scheduling for D.P.L.S.A. Members

1. The scheduling of D.P.L.S.A. members to work on holidays shall be governed solely by Department need. Commanding officers shall review proposed work schedules for holidays to determine that they are based on actual needs of the Department.
2. Under normal circumstances, holiday assignments will be posted seven (7) calendar days prior to the holiday. When two (2) holidays fall within a fourteen (14) day period, assignments for the second holiday will be posted a minimum of two (2) days in advance of that holiday. Should a position become available after the holiday detail is posted and the Department decides to fill that position, the next eligible member(s) will

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be polled to work the holiday. Members who decline under this circumstance shall be carried as Holiday (H).

3. Once the holiday assignments are posted within the minimum contractual posting time, they may only be changed, after notifying the Department entity delegate, to correct an error, or to fill a vacancy. An affected member shall be notified of the change as soon as possible.
4. If the holiday assignment has been posted in accordance with the minimum time limits, newly assigned members shall be placed on the roster, in their rank seniority position, for the next holiday, if applicable, and not considered for the holiday posted unless new vacancies arise prior to the holiday.
5. Holiday detail sheets are posted in order to give all parties advance notice of assignments, and to permit the delegate or the member an opportunity to bring any mistakes to the attention of the supervisor of an error on the holiday detail sheet immediately upon discovery, so that it may be corrected. If a member knows, or reasonably should have known of an error, fails to provide such notice of the error to their immediate supervisor, the error may be grieved but no monetary award shall be awarded.

401.11 - 4.1 Holiday Work Roster (DPD592)

1. Each July 1, a Holiday Work Roster (DPD592) shall be prepared for purposes of scheduling holiday assignments. Holiday Work Rosters pertaining to D.P.L.S.A. members shall begin with the member who is next on the old list. These rosters shall be prepared by each Department entity and platoon, as applicable. Rosters will be posted on bulletin boards in each Department entity.
2. Rosters shall be kept up to date and shall cover the period of July 1 through June 30. New transfers shall be immediately assigned to the appropriate roster according to their seniority. When a D.P.L.S.A. member transfers, the duty status for the previous holiday shall be taken into consideration regardless of where the member worked or what roster the member was on. Newly promoted members will be placed on the roster with no duty status for the previous holiday.
3. A supervisor preparing the holiday roster shall list all members, in descending seniority order, who will be considered to work that respective holiday. The removal or addition of names to the holiday roster shall conform to the preceding contractual holiday requirements. A member's holiday status for the previous holiday shall be taken into consideration regardless of where they worked or what roster they were on.

401.11 - 4.2 Holiday Assignments for D.P.L.S.A. Members

1. Once all members are listed on the roster, the supervisor preparing holiday assignments shall begin the selection process by first selecting only those members, in seniority order, beginning at the starting point of the previous holiday cut off point, who were carried with a "special red designation". Holiday furlough, holiday jury duty, holiday sick, holiday disabled, holiday - absent with leave, holiday - suspended, holiday late posting, holiday - funeral leave, and holiday light duty shall have priority over a red normal holiday designation. Once all members with special red designations are selected for work opportunities, the continual rotation shall continue from where it left

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off the previous holiday (the previous holiday roster cut off point) until sufficient members are obtained. A new cut off point will then be marked following the last member selected to work.

2. If insufficient members volunteer to work the holiday on a given platoon, reverse seniority shall prevail and members may be ordered to work. In the event sufficient members are still not available to meet Department needs, holiday assignments shall be offered to personnel from the remaining platoons.
3. If D.P.L.S.A. members are needed to work, the members with greatest seniority, in rank, by Department entity as applicable, shall be given the opportunity to work. If insufficient personnel volunteer to work, reverse seniority shall prevail. D.P.L.S.A. members shall not be permitted to change platoons in order to work a holiday except as outlined above.
4. D.P.L.S.A. members scheduled for a furlough period that would include a holiday shall not be charged with a furlough day for the holiday. Holiday work opportunities will not be extended to D.P.L.S.A. members on furloughs.
5. Leave days shall not be scheduled on any designated holiday. D.P.L.S.A. members who are sick or disabled on a holiday shall be charged with a holiday sick or holiday disabled.
6. If the date for jury duty falls upon a holiday that a D.P.L.S.A. member is scheduled to work, the D.P.L.S.A. member shall be allowed to attend jury duty without loss of the holiday work opportunity.

401.11 - 4.3 Limited Duty

Members on limited duty status are fully entitled to participation in the normal continuous rotation of holiday work opportunities. However, their opportunity to receive an assignment is restricted to those assignments which can be performed by members on limited duty. Limited duty positions shall not be created by bumping regularly assigned members from their respective regular job assignments. Members temporarily assigned out to other commands shall remain on the holiday roster of their parent commands and are fully entitled by virtue of their position on the holiday list. Members that are temporarily assigned out to other commands cannot replace permanently assigned personnel at the temporarily assigned command.

401.11 - 5 Entries on the Holiday Roster

1. The symbols listed below, entered in black, shall have the following meaning:
 - a. Worked (**H**) - Indicates a member worked the holiday; and
 - b. Holiday Refused (**HR**) - Indicates a member was given the opportunity to work but refused.
2. The symbols listed below, entered in red shall have the following "special red designation":

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- a. Holiday Disabled (**HD**) - A member was eligible to work the holiday but was unable to because of a disability status;
 - b. Holiday Sick (**HS**) - A member was eligible to work the holiday but was unable to because of sickness;
 - c. Holiday Furlough (**HF**) - A member would have been eligible to work the holiday but was on furlough or declined to work a holiday which was among the leave days attached to the furlough. (The furlough period for the designation shall consist of the ten (10) furlough days as well as the customary number of leave days attached to the furlough period). For D.P.O.A. members only, the furlough period shall also include up to three (3) BV days attached to the furlough. For D.P.L.S.A. members, the furlough shall also include compensatory time days that are attached to the furlough;
 - d. Holiday Jury Duty (**HJD**) - A member was eligible to work the holiday but was unable to do so because of jury duty;
 - e. Holiday Limited Duty (**HLD**) - A member was eligible to work the holiday, but was not allowed to do so because of a lack of limited duty job openings;
 - f. Holiday Late Posting (**HLP**) - A member was not eligible to work the holiday when the holiday roster was posted, but after the posting was asked due to a position becoming available, and declined;
 - g. Holiday Suspended (**HX**) - A member who was eligible to work the holiday but was suspended on the holiday and had disciplinary proceedings still pending, or a member who was serving a suspension of more than thirty (30) days as a result of completed disciplinary action (after all appeals have been exhausted);
 - h. Holiday Absent with Leave (**HAWL**) - A member was eligible to work but was on an authorized absence with leave; and
 - i. Holiday Funeral Leave (**HFL**) - A member was eligible to work the holiday but was on funeral leave.
3. Those members with special red designators shall have first consideration on subsequent holiday assignments.
 4. The holiday rotation shall continue, following the special red designators, from the ending point of the previous holiday where members received a red designator of "Holiday", which designates: Holiday - not eligible (**H**) - A member was not eligible to be offered the holiday.