



# ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Administration		
POLICY & PROCEDURE # 4.31	DATE OF ISSUE: 1/3/2024	EFFECTIVE DATE: 2/12/2024
SUBJECT: LEAVE PROGRAM	ISSUING AUTHORITY: Chief James Cogan	
REFERENCE(S): Massachusetts Police Accreditation Commission # 41.3.8	<input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	

## I. PURPOSE

The Acton Police Department allocates time off in accordance with union contracts and town policy pertaining to sick leave, vacation, holidays, personal leave, bereavement leave, military leave, family medical leave, small necessities leave, compensatory time, and union leave. **[22.2.0]**

## II. POLICY

It is the policy of the Acton Police Department to:

- A. Union employees (sworn and non-sworn) will follow the collective bargaining agreement between the Town of Acton and their local union representative.
- B. All non-union employees (sworn and non-sworn) will follow the Town of Acton Personnel Administration Plan.

## III. Procedures

Time off requests are at the discretion of the Chief of Police or his/her designee.

## LEAVE PROGRAM INFORMATION

**History:** None