



# TIME AND ATTENDANCE RECORD



<b>ISSUE DATE:</b>	29 June 2016	<b>EFFECTIVE DATE:</b>	29 June 2016
<b>RESCINDS:</b>	13 April 2001 Version		
<b>INDEX CATEGORY:</b>	Payroll and Timekeeping		

## I. PURPOSE

This directive:

A. continues the:

1. 28-day pay cycle consisting of four calendar weeks, 0001 hours Sunday to 2400 hours Saturday, as the pay cycle for purposes of computing overtime for sworn Department members.
2. calendar week, 0001 hours Sunday to 2400 hours Saturday, as the pay cycle for purposes of computing overtime for civilian Department members.
3. use of the Sworn Time and Attendance Record (CPD-11.602-A) for recording the daily duty status and overtime hours worked by sworn bargaining unit members, below the rank of sergeant and probationary police officers (PPOs).
4. use of the Sworn Supervisor Time and Attendance Record (CPD-11.602-S) for recording the daily duty status and overtime hours worked by sworn bargaining unit members, the rank of sergeant and above, and sworn command staff non-bargaining supervisory members.
5. use of the Civilian Time and Attendance Record (CPD-11.602-B) for recording the daily duty status and overtime hours worked by civilian members of the Department and, if applicable, overtime hours worked.
6. procedures for the operation and maintenance of a Time and Attendance Record for a detailed member.

B. provides:

1. Attendance Code Table.
2. instructions for completing the Sworn and Civilian Time and Attendance Records.
3. sample copies of Sworn and Civilian Time and Attendance Records illustrating a members daily duty status, overtime worked and type of compensation requested by the member for the overtime worked.

C. satisfies CALEA Law Enforcement Standard Chapter 33.

## II. ATTENDANCE CODE TABLE

This Table will be used by Department members to complete:

- A. Automated A&A Sheets.
- B. Sworn Time and Attendance Record (CPD-11-602.A).
- C. Supervisor Time and Attendance Record (CPD-11-602.S).
- D. Civilian Time and Attendance Record (CPD-11-602.B).

ATTENDANCE CODE DESCRIPTIONS	CODES BY NUMBERS FOR AUTOMATED A&A SHEETS	CODES FOR TIME AND ATTENDANCE RECORDS
<b>Absent Without Permission W/O Pay</b> Member does not show up for a scheduled tour without any authorization. Member will not be paid.	79	AN
<b>Administrative Leave</b> Paid leave of absence initiated to manage special circumstances and is not intended as a substitute for or to supplement other leaves of absence. <b>Mayoral approval required.</b>	46	AL
<b>Annual Vacation</b> Use of the allowed amount paid time off each year.	82	V
<b>Baby Furlough Day</b> For sworn members ONLY, the use of an authorized day off as allotted per year.	90	BFD
<b><u>Court Appearances</u></b> <u>Case related meetings with Corporation Counsel, ASA and other governmental representatives, WHEN it encompasses the entire tour of duty.</u>	<u>56</u>	<u>56/</u>
<b><u>Criminal Investigation Follow-up Outside Chicago Metropolitan Area.</u></b>	<u>54</u>	<u>54/</u>
<b>Day Off</b> Regular scheduled Day Off (RDO).	80	DO
<b>Day Off Comp Time</b> Authorized day off by use of compensatory time that has been previously earned.	81	CU
<b>Day Off Holiday</b> Member opts to take the holiday off when it falls on the member's regular scheduled tour of duty. (Sworn members will not receive comp time).	94	DOH
<b>Death</b>	99	DE
<b>Death in Family</b> Sworn members shall be entitled to days off, consistent with member's Collective Bargaining Agreement.	86	DF
<b>Discharged</b>	98	DIS
<b>Exchange Day Off</b> Members not reporting for duty on a regular working day due to an approved tour of duty exchange.	42	<u>42</u>
<b>Exchange - Vol. Work RDO</b> Members voluntarily reporting for duty on their RDO due to an approved tour of duty exchange.	41	<u>41/</u>

ATTENDANCE CODE DESCRIPTIONS	CODES BY NUMBERS FOR AUTOMATED A&A SHEETS	CODES FOR TIME AND ATTENDANCE RECORDS
<b>Excused From Duty W/O Pay (as Ordered by BIA)</b> At the order of BIA, member is excused from duty without pay.	76	DA
<b>Excused From Duty W/O Pay (Summary Punishment W/O Pay)</b> Member is excused and will not receive pay as a result of a disciplinary action or other reason.	77	DA
<b>Excused W/O Pay- No Supervisor Approval (Civilian Only)</b> Member is denied the a day off, but member still takes day off without approval. Member will not be paid.	92	AB
<b>Family and Medical Leave Act</b> Member takes an unpaid, job-protected leave for specified family and medical reasons. May be taken in increments.	<u>95A</u>	FMLA
<b>Furlough Day - Mandatory</b>	45	<u>45</u>
<b><u>Furlough Day - Unpaid</u></b>	44	<u>FN</u>
<b>Furlough Extensions-Contractually Authorized</b> The use of vacation days, comp time, etc. to extend furlough segment within the contract guidelines	100	V, DO, BFD, P, or CU, as appropriate
<b>(Baby) Furlough- Contractually Authorized</b> The use of vacation time, comp time, baby furlough days and/or RDOs within the contractual guidelines.	110	BFD, P, or CU, as appropriate
<b>Injured on Duty</b> When member is off work due to an injury that occurred in the performance of their duty.	84	IOD
<b>Jury Duty</b> Excused absence due to court order jury summons.	88	JD
<b>Leave of Absence</b> Authorized non-paid leave for sworn and non-sworn members.	95	LOA
<b>Marriage Leave/Civil Union</b> At discretion of C/O, granted no more than three consecutive days leave for sworn and non-sworn member.	93	MR
<b>Military Leave</b> Authorized leave due to active Military training or duty; must complete Military Leave Absence Form.	87	ML

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<b>Misc. Detail</b> Member detailed to an assignment outside of unit of assignment at the direction of their supervisor. Member will report for duty at location and time specified. Prior notice and approval of Deputy Chief or higher required.	49	<u>49/</u>
<u><b>Other</b></u> <u>Any assignment outside the member's normal duties. Excluding: court appearances; investigations. training; meetings; or conferences that utilize absence codes 044, 052, 053 or 054.</u>	<u>60</u>	<u>60/</u>
<b>Paid Maternity Leave (Non-Union Civilian)</b> Authorized paid time off for civilian members due to the birth of a child.	52	<u>MAT</u>
<b>Personal Day</b> The use of an authorized day off as allotted per year.	91	P
<b>Presidential Security Detail</b> Detail assignment for when the POTUS is in the City of Chicago.	51	<u>51/</u>
<b>Resignation</b>	97	RES
<b>Retirement</b>	96	RET
<b>Sickness Injured Not on Duty (Medical Roll)</b> Sworn and non-sworn members on the medical roll for illness or injury that was not related to duty.	83	SP
<b>Sickness in Family</b> At the discretion of the C/O, member is granted the day off for any immediate family member sickness	85	SF
<b>Sick without pay (Civilian Only)</b> For use when accumulated Medical or compensatory time has been exhausted.	83A	SN
<b>Special Event</b> Detailed to assignment that has a Special Event Number and Plan issued.	50	<u>50/</u>
<b>Summary Punishment W/O Pay (Working in Lieu of Day Off)</b> Member opts to work RDO as a result of a disciplinary action but will not receive extra pay or compensation.	78	DA/DO
<b>Suspension W/O Pay</b> Administered punishment where member is ordered days off without pay.	75	SU

ATTENDANCE CODE DESCRIPTIONS	CODES BY NUMBERS FOR AUTOMATED A&A SHEETS	CODES FOR TIME AND ATTENDANCE RECORDS
<b>Suspension Option Working Regular Day Off</b> Administered punishment wherein member can opt to work their RDO, without receiving any compensatory benefits.	75A	SU/DO
<b>Traumatic Incident Stress Management Program</b> Mandatory attendance for member to attend program.	48	<u>48</u>
<b>Training</b> Approved or mandatory scheduled training by the Department also administered by the Department.	47	<u>47/</u>
<b><u>Training Inside Chicago Metro Limits</u></b> <u>Approved meeting/training/conference/ seminar that occurs <b>within</b> the Chicago Metro limits, not requiring any travel reimbursements.</u>	<u>47A</u>	<u>47A/</u>
<b><u>Training Outside Chicago Metro Limits</u></b> <u>Approved travel <b>outside</b> Chicago Metro limits with daily per diem expenses for lodging and meals.</u>	<u>47B</u>	<u>47B/</u>
<b><u>Training Outside Chicago Metro Limits</u></b> <u>Approved training that is <b>NOT</b> administered by the Department and <b>NOT</b> funded by the Department.</u>	<u>47C</u>	<u>47C/</u>
<b><u>Union Business</u></b> <u>Member is scheduled for official union business as it pertains to their elected role with the union.</u>	<u>53</u>	<u>UB</u>
<b><u>Union Business without pay</u></b> <u>Member excused from tour of duty without pay for Union Business. (Civilian Only)</u>	<u>53A</u>	<u>UBN</u>

(Items indicated by italic/double underline were added or revised.)

Authenticated by: KC

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Superintendent of Police

16-029 KMC/KT

**ADDENDA:**

1. E02-03-01 - Sworn Time and Attendance Record
2. E02-03-02 - Civilian Time and Attendance Record
3. E02-03-03 - Automated Daily Attendance and Assignment Record
4. E02-03-04 - Time and Attendance Swiping Program