

**PRINCE WILLIAM COUNTY POLICE DEPARTMENT
MANUAL OF GENERAL ORDERS**

General Order: 5.01

Effective: 01/29/2017

Number of Pages: 3

TIME AND ATTENDANCE: RECORDS

- A. The Department's Payroll Unit will make available on a shared computer network drive a Time and Attendance (PD-80) form containing the following information:
1. The name of each member assigned to that particular bureau, unit, or squad
 2. The time frame that will be covered by the form
 3. The date and time the completed form is due in the Chief's Office
 4. The name of the supervisor or other individual who is responsible for the completion and return of the form to the Chief's Office
- B. The Payroll Unit will revise the Time and Attendance (PD-80) forms at least three days prior to the beginning dates covered by the form.
- C. The member of each bureau, unit, or squad who is responsible for completing the form will do the following:
1. Locate and print the appropriate Time and Attendance form (W\Police Form PD 80\) and print a copy. These forms will be available by Wednesday mornings for the week to follow. Forms for the current week will not be available after Monday to enable revisions.
 2. Accurately record the attendance of each member assigned to their bureau, unit, or squad from the effective date of the assignment through the last date of assignment. Time records must be indelible (**pencil entries are not allowed**) and will show the times when each work period begins and ends for every member
 3. In the case of members being transferred to another bureau, unit, or squad, notify the new supervisor concerning any attendance information on the transferred member that might affect overtime pay
- D. This procedure will apply to all members regardless of the length of their employment
- E. Annual and sick leave will be debited on an hour-for-hour basis
- F. When leave and excess hours are used for a full day or partial absence, the total for the day shall not exceed 10 hours for 10-hour per day personnel or 8 hours for 8-hour a day personnel.

Example: A member assigned to work 10 hour shifts, is off a full day by using 3 hours of excess leave and covering the balance with annual leave. Thus, the entry on the time sheet for that date would read “3E/7A.”

- G. Excess hours are earned and repaid on the basis of an hour earned – an hour repaid within the cycle. If a full day of leave is taken using only excess leave, the amount of excess leave charged will be 7.5 hours for 7.5-hour per day personnel, 8.0 hours for 8-hour per day personnel, and 10 hours for 10-hour per day personnel.

Example: A member assigned to work 8 hour shifts, is off a full day using only excess leave. The time sheet entry for that day would read “8E.”

- H. Personnel shall have the option to use all excess hours prior to any annual leave for absences.
- I. The following letters will be used on the Time and Attendance form to indicate annual leave, sick leave, etc.:

- 1. A.....Annual Leave
- 2. S.....Sick Leave
- 3. E.....Excess Hours Used
- 4. SUS.....Suspension
- 5. X.....Regular Day Off
- 6. XW.....Regular Day Off Worked
- 7. H.....Holiday
- 8. HW.....Holiday Worked
- 9. AD.....Administrative Leave
- 10. LWOP.....Leave Without Pay
- 11. ML.....Military Leave
- 12. I.....Absence Due to a Work Related Injury
- 13. BL.....Bereavement Leave
- 14. LD.....Light Duty
- 15. SLB.....Sick Leave Bank

- 16. AC.....Assessment Center
- 17. ACE.....Assessment Center Excess
- 18. ACC.....Assessment Center Compensatory
- 19. *.....Indicates an Overtime Form Submitted
- 20. C.....Compensatory Leave
- 21. JD.....Jury Duty

- J. Work hours will be computed to the nearest fifteen (15) minute unit.
- K. Court time for those members required to appear in court during other than regularly scheduled duty time will claim only the number of hours they are actually in court or preparing for their testimony (picking up and returning evidence, meeting with the prosecutor, etc.). Members shall not claim travel time to and from the Courthouse (even with a Department vehicle) or the hours between the end of their shift and the start of court. Members are entitled to a minimum of two hours compensation for court appearances while off-duty.
- L. Leave of any type will be granted pursuant to the provisions of the Prince William County Personnel Rules – [Chapter 15](#).