



TEXAS SOUTHERN UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY



STANDARD OPERATING PROCEDURE

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| SUBJECT Holiday Leave Request and Assignment | | NO. OF PAGES: 2 |
| REFERENCE: N/A | EFFECTIVE DATE: Jan. 1, 2009 | REVIEW DATE: N/A |
| General Order 032 | SPECIAL INSTRUCTIONS/SUPERSEDES: N/A | ISSUING AUTH.: CHIEF OF POLICE |

PURPOSE: To establish a standard for the submission and assignment of holiday leave request for patrol personnel.

GOAL: To establish a uniform manner of scheduling holiday leave of patrol personnel to maintain adequate manpower coverage

PROCEDURE:

1. Submission for Holiday Leave
 - A. Holiday leave request will be submitted on the approved Department leave request form.
 - B. All completed forms will be submitted to the employee's immediate supervisor, no less than five days no more than thirty days prior to the holiday.
 - C. The supervisor will then submit the request; to the payroll clerk in records the clerk will correctly enter the holiday leave into the time clock system.
 - D. The supervisor will provide the requesting employee a copy of the approved or disapproved request.

APPROVED:

Roger Byars
Chief of Police

Date

Review and Responsibility

Responsibility Party: Texas Southern University Department of Public's Safety's Command Staff

Review: Review will be conducted every even numbered

Retention: Original on file in the Office of the Chief of Police

Approval: Roger D. Byars, Director for Public Safety/Chief of Police

Date of Approval: September 1, 2008