



BE A FORCE

Milwaukee Police Department
Police Administration Building
749 West State Street
Milwaukee, Wisconsin 53233
<http://www.milwaukee.gov/police>

Edward A. Flynn
Chief of Police

(414) 935-7200

April 11 , 2012

The Board of the
Fire and Police Commissioners
200 E. Wells St., Room 706
Milwaukee, WI 53202

Dear Commissioners:

Attached is my proposed 2012 Furlough Guidelines for the Milwaukee Police Department.

These guidelines are consistent with the guidelines as set forth by the City for the 2012-year.

Sincerely,



EDWARD A. FLYNN
CHIEF OF POLICE



EAF:ac

MILWAUKEE POLICE DEPARTMENT MEMORANDUM

Date: December 16, 2011

TO: District/Division/Bureau Commanders

FR: Edward A. Flynn
Chief of Police



RE: 2012 Furlough Day Guidelines

PLEASE READ CAREFULLY AND RETAIN FOR REFERENCE

Official furlough days by the City of Milwaukee for 2012 are Monday, April 9th; Friday, May 25th; and Friday, August 31st. All civilian members are required to take three furlough days in 2012. **Unless operationally necessary, civilian members should be scheduled to take their furlough days on the above listed days.**

- Commanding Officers are responsible for the scheduling of furlough days for all civilian members under their command in accordance with their current practice.
- If civilian members are not taking the above approved days as designated by the City of Milwaukee, then at least one furlough day is to be taken each trimester. Civilians may elect to take furlough days earlier than one a trimester, but under NO circumstances are furlough days to taken later than the below listed schedule.
 - 1 furlough day **MUST** be taken between December 25, 2011, and April 28, 2012
 - 1 furlough day **MUST** be taken between April 29, 2012 and September 1, 2012
 - 1 furlough day **MUST** be taken between September 2, 2012 and December 22, 2012
- Any member eligible for the SLCIP days and who also desires a "zero impact" payroll check, should schedule their furlough days when the SLCIP benefit are pay out. This would be sometime in pay periods 2, 11, and 20, of 2012.
- Commanding Officers are responsible for the scheduling of furlough days for any member either going off the payroll on a leave of absence or returning from a leave of absence. Members taking approved unpaid leaves must still take the same amount of required days for 2012. Furlough days cannot be scheduled during an unpaid period.
- Commanding officers are responsible for making sure that any civilian member transferred to their location during the year takes the required amount of furlough days for 2012.
- Overtime is not allowed on scheduled furlough days.

- Commanders will ensure that all members of their locations who are scheduled for furlough days during a pay period will be carried as Earn Code FRL and Program Code 9900 on their biweekly timecard.
- Pension contributions are not decreased during periods in which furlough days are taken. Accruals for sick time and vacation time are not decreased during pay periods in which furlough days are taken; furlough days do not disqualify any member from SLCIP days.
- Pay adjustments will be done in Pay Period 2 for any member not taking the required furlough days in 2012.