



**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

December 13, 2012

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

Dear Commissioners:

Attached is the proposed 2013 Furlough Guidelines for the Milwaukee Police Department.

If you have any questions regarding the guidelines, please contact Human Resources Administrator Valarie Williams at 935-7110.

Sincerely,

EDWARD A. FLYNN  
CHIEF OF POLICE

JAMES C. HARPOLE  
ASSISTANT CHIEF OF POLICE

EAF:JCH:ac

Attachment

# MILWAUKEE POLICE DEPARTMENT MEMORANDUM

**Date:** December 21, 2012

**TO:** District/Division/Bureau Commanders

**FR:** Edward A. Flynn  
Chief of Police

**RE:** 2013 Furlough Day Guidelines



**PLEASE READ CAREFULLY AND RETAIN FOR REFERENCE**

Official 2013 furlough days for the City of Milwaukee are Friday, May 24<sup>th</sup>, Friday, July 5<sup>th</sup>, and Friday, August 30<sup>st</sup>. **All MPD members** are required to take three furlough days in 2013. Unless operationally necessary, 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 members under their command in accordance with their current practice.
- If 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. Members 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 22, 2012, and April 27, 2013
  - 1 furlough day **MUST** be taken between April 28, 2013 and August 31, 2013
  - 1 furlough day **MUST** be taken between September 1, 2013 and December 21, 2013
- Any member eligible for the SLCIP days and who also desires a "zero impact" payroll check, should first take their earned SLCIP day as "pay" and then schedule their furlough days when the SLCIP benefit are pay out; during pay periods 2, 11, and 20, of 2013.
- 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 2013. Furlough days cannot be scheduled during an unpaid period.
- Commanding officers are responsible for making sure that any members transferred to their location during the year takes the required amount of furlough days for 2013.

- New hires may not be required to take all three furlough days in 2013. Locations receiving a new hire during 2013 should contact the Payroll Section as to how many days they are required to take.
- 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 2014.