



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

November 13, 2013

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

Dear Commissioners:

Attached is my proposed 2014 Furlough Guidelines for the Milwaukee Police Department.

These guidelines are consistent with the guidelines as set forth by the City for the 2014-year.

Sincerely,



EDWARD A. FLYNN
CHIEF OF POLICE

EAF:ac



MILWAUKEE POLICE DEPARTMENT MEMORANDUM

Date: November 8, 2013

TO: District/Division/Bureau Commanders

FR: Edward A. Flynn
Chief of Police



RE: 2014 Furlough Day Guidelines

PLEASE READ CAREFULLY AND RETAIN FOR REFERENCE

Official 2014 furlough days for the City of Milwaukee are Friday, May 23rd, Thursday, July 3rd, and Friday, August 29th. **All MPD members** are required to take three furlough days in 2014. 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, 2013 and April 26, 2014
 - 1 furlough day **MUST** be taken between April 27, 2014 and August 30, 2014
 - 1 furlough day **MUST** be taken between August 31, 2014 and December 20, 2014
- Any member eligible for a SLCIP day and who also desires a "zero impact" payroll check, should take their SLCIP day as "Pay" and then schedule their one of their three 2014 furlough days during the following periods of time:
 - Pay Period 2, 2014 (January 5th through January 18th)
 - Pay Period 11, 2014 (May 11th through May 24th)
 - Pay Period 20, 2014 (September 14th through September 27th)
- ✦ 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 2014. 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 2014.

- # New hires will be required to take furlough days according to the following chart:
 - Any member hired between December 22, 2013 and April 26, 2014 must take 3 furlough days for 2014.
 - Any member hired between April 27, 2014 and August 30, 2014 must take 2 furlough days for 2014.
 - Any member hired between August 31, 2014 and December 20, 2014 must take 1 furlough days for 2014.

- # 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 of 2015 for any member not taking the required furlough days in 2014.