

LATENT EVIDENCE POLICY/PROCEDURE 95-LES-5

TO: All Latent Evidence Staff

FROM: SAC Jerry Richardson

SUBJECT: 95-LES-5 is updated

Effective Date: January 25, 2002

All employees requesting annual leave, community service leave or sick leave for a doctor's appointment, should submit a Leave Authorization Slip (SBI 108) at least one week prior to taking the leave. The completed leave slip must be placed in the Office Assistant's box who will record the leave on the section calendar and route to the Special Agent in Charge for approval. When approved, the leave slip will be returned to the employee and attached to the corresponding weekly report.

The employee requesting leave will be responsible for notifying the laboratory court coordinator of the leave or absence. The laboratory court coordinator will advise the court system of this leave; however, you will be responsible for appearing in court or coordinating an adequate replacement when not released by court officials.

At times there may be a need for unexpected leave and in these cases the employee must call the Special Agent in Charge or designated in charge between the hours of 8:00 A.M. and 10:00 A.M. and request leave. Upon returning to the office, the normal procedure of submitting a leave slip will apply. When leave is required in which the total hours cannot be determined in advance, the employees should get prior approval from the Special Agent in Charge and complete a leave slip with the appropriate number of hours when returning to the office.

If an employee is sick and requesting leave, the employee must contact the Special Agent in Charge, designated in charge or Office Assistant between the hours of 8:00 A.M. and 10:00 A.M. and request leave. If an employee is unable to come to the office on the second day, there is no need to call in again on this day. However, if on a third day the employee is still unable to come to the office, they must call the Special Agent in Charge or designated in charge and advise their condition and expected date of return.

Each employee is allowed 24 hours of community service leave as set forth in the Personnel Manual. This leave must have prior approval by the Special Agent in Charge or designated in charge.

Leave requests for more than eighty consecutive hours must be accompanied by a memo or E-Mail to the Special Agent in Charge stating the reason for the excess leave.

An employee requesting leave during on-call assignments must arrange for a voluntary and suitable replacement to serve in this capacity. This change must be approved by the Special Agent in Charge or designated in charge and noted on the master on-call schedule. If the change involves the main on-call responder, it will be their responsibility to ensure that the SBI mapper system is also updated.