



SAN JOSE POLICE DEPARTMENT

TRAINING BULLETIN

TO: ALL SWORN PERSONNEL

FROM: Anthony Mata
Chief of Police

SUBJECT: SWORN USE OF TIME BALANCES

DATE: January 30, 2023

Bulletin #2023-007

The Memorandum of Agreement between the City of San José and the San José Police Officers' Association signed in December 2022 contains a modification to the use of time balances for time off. Article 13, section 13.6.2.1 states the following:

Once an employee's compensatory time balance reaches 300 hours, all requested time off, other than for sick leave purposes, must be coded as compensatory time off, until the compensatory time balance is below 240 hours, at which point an employee may elect to use any available vacation leave or compensatory time, unless the employee is within 60 hours of reaching the maximum vacation balance, at which point it will be the employee's election.

The following table provides vacation accruals and the 60-hour threshold based on years of service:

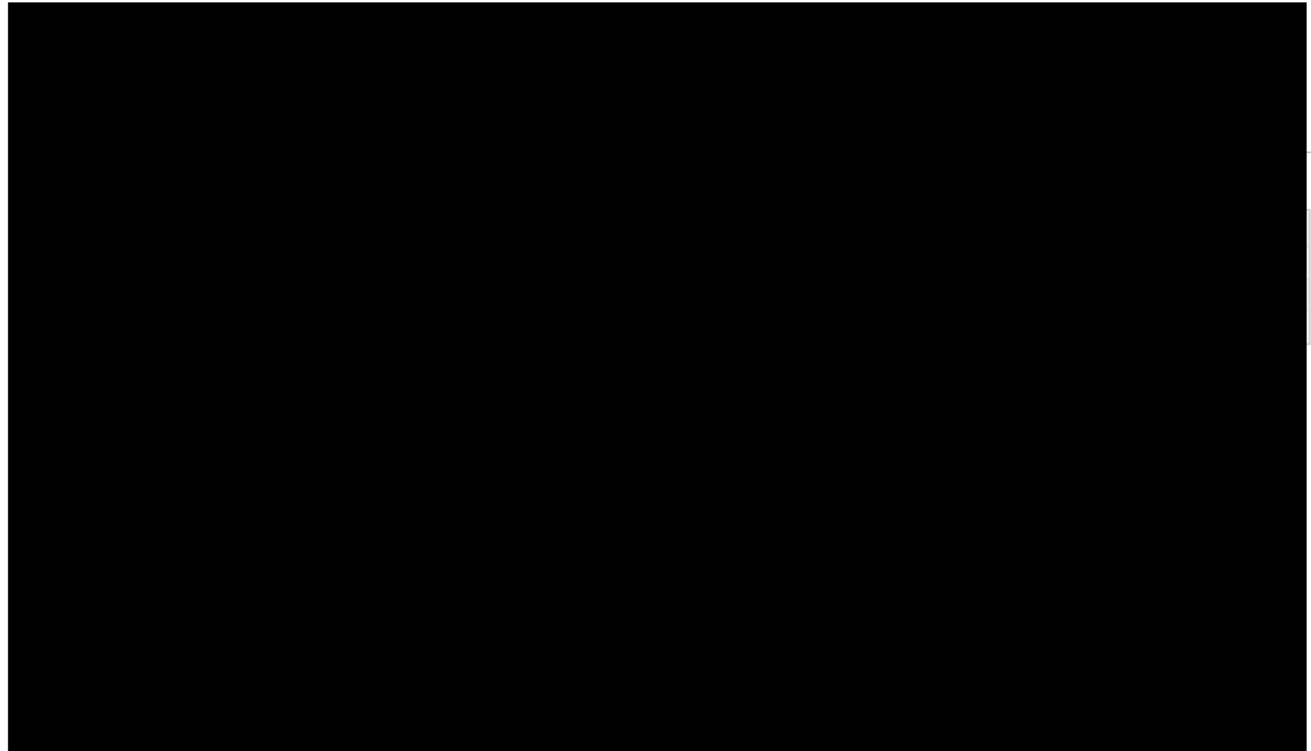
Years of Service	Hours of Vacation per 26 Pay Period Cycle	Maximum Accruable Vacation Leave	60-hour Threshold Below the Maximum Vacation Balance
First 5 years	80 hours	160 hours	100 hours
6 th – 10 th year	120 hours	240 hours	180 hours
11 th – 12 th year	140 hours	280 hours	220 hours
13 th – 14 th year	160 hours	320 hours	260 hours
15 th year or more	180 hours	360 hours	300 hours

A copy of the current years of service and maximum accruable vacation leave for all sworn Department members is attached to this training bulletin. Department members are reminded this list of the current years of service is a snapshot in time as of January 7, 2023, and is subject to change based on an individual's hire date.

All sworn Department members should ensure their time off requests comply with the Memorandum of Agreement.

All supervisors should review the time balances of their subordinates to ensure time off requests are in compliance with the Memorandum of Agreement.

Time balances may be found on the bottom left of the Express Time Entry page [REDACTED]



As a reminder, these changes went into effect on December 11, 2022. Timesheet adjustments will be required for all sworn personnel who did not comply with the Memorandum of Agreement's language between December 11, 2022 and the current time period. Personnel who need to submit a timesheet adjustment will be notified through the chain of command.

A handwritten signature in black ink, appearing to read 'A. Mata'.

Anthony Mata
Chief of Police

AM:SD

ATTACHMENT: Current Years of Service