




## ***INTEROFFICE CORRESPONDENCE***

**TO:** All Police Personnel

**FROM:** Chief David D. Been, CHF 

**DATE:** November 15, 2004

**SUBJECT:** Departmental Order 2004-06, Leave Usage

Officers and employees of the Tulsa Police Department shall use sick leave, vacation leave, and compensatory leave only when the leave has accrued. Sick leave and vacation leave additions accrue on the first day of the month. Compensatory leave additions shall be considered accrued on the first day after final approval.

Officers and employees who use unaccrued leave may be placed on leave without pay for the period of unaccrued usage and may receive disciplinary action. In all instances when an officer or employee uses unaccrued leave, Headquarters shall notify the employee through his or her chain of command.

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