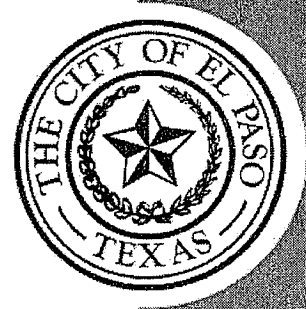


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**TO:** All Police Officers  
**FROM:** Linda Ball Thomas, Human Resources Director *LB*  
**DATE:** January 17, 2012  
**SUBJECT:** Police Officers' Shared Leave Program – Open Enrollment Period

Under the provisions of the Article of Agreement between the City of El Paso, Texas and the El Paso Municipal Police Officer's Association, the Police Officer's shared Leave Program has been established. The purpose of the program is to assist fellow officers who had a life-threatening medical condition and have exhausted all their sick and vacation leave accruals benefits. The Program permits Police Officers to donate up to 80 hours of sick or vacation to a shared leave bank or for a named fellow officer for use by those officers in need and meeting the criteria outlined in the program. The Shared Leave Program has been a great success and has assisted many officers. Officers who suffer such conditions as heart attacks, cancer, strokes and other life threatening conditions have been helped.

**Some of the details of the program are:**

1. Officers must donate at least 8 hours of leave during the open enrollment period in order to be able to receive shared sick leave. If you have not donated 8 hours or more of leave during the open enrollment period, you can not be a recipient. You may not donate more than ten days per fiscal year.
2. Officers may donate to qualified fellow officers by name.
3. Officers may request Shared Leave for the care of "Family members".
4. Eligible recipients may be granted up to 80 days per fiscal year of leave designated for him/her by name.

**The period of open enrollment is January 17 through February 17, 2012.**

If you wish to donate, please complete the attached shared sick leave donation form and submit it to your Police Department Payroll Section.

Mayor  
John F. Cook

**City Council**

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Ann Morgan Lilly

*District 2*  
Susie Byrd

*District 3*  
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Carl L. Robinson

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HUMAN RESOURCES DEPARTMENT  
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