



Manual Part: Human Resources (HR)	Policy Number: HR14PO	Alberta Policing Standards:
--	--	------------------------------------

Shift Replacement Policy

Purpose:

To provide guidance to sworn members employed in shift work positions and their supervisors.

Statement of Principle:

The EPS is committed to providing a positive work environment that supports each employee's need to maintain a healthy work-life balance while ensuring our commitment to professionalism and high quality of service to the community.

Policy Statement:

1. Sworn members requesting time off shall ensure they have approval from the relevant chain of command:
 - a. Staff Sergeant for members working within the Investigative and Support Services Bureau, or
 - b. by the Branch Inspector for patrol members.
2. The replacing employee must have the adequate skills, rank and training to carry-out the role required for the shift.