

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: DECEMBER 30, 2025 0530 HOURS

NUMBER: OR 25-32

SUBJECT: DISCRETIONARY LEAVE AWARD ENTRIES IN SAP

SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: 5.18 DISCRETIONARY LEAVE

On May 22, 2024, the City announced that department-initiated Discretionary Leave (DL) Awards would now be requested in SAP via the “Rewards and Recognition” tile and would no longer be accepted via paper memos submitted to Payroll Specialists for processing.

Examples of department-initiated DL awards include such things as the 5-Year Safe Driving Award and leave granted with the awarding of a Commanding Officer’s Citation (COC). All department-initiated DL requests must also be approved by the Commanding Officer of the unit/division PRIOR to the award being issued in SAP. A notification of the award is sent to the employee via e-mail after the DL has been approved and made available to the employee for use on their timecard.

Instructions for how to enter DL Awards can be found here:

[Automated Discretionary Leave \(DL\) Instructions](#)

Recently, Police Captains were added to the list of Appointing Authorities/Second Approvers authorized to approve DL Awards requested for their unit/division employees. Prior to this, only Chiefs and Deputy Directors were available in the drop-down list for selection. Effective immediately, DL Award entries in SAP should be completed by the employee’s immediate supervisor or above, when DL time has been earned AND approved by the employee’s Commanding Officer.

It is also important that the reason for all DL requests is clearly justified in the “Reason for Award” and the supplemental field for additional comments. In the case of the 5-Year Safe Driving Award, the DL Award entry shall not be made prior to the date the award is earned (i.e. on or after the employee’s anniversary date), which should also be referenced in the comment field. If insufficient or ineligible DL requests are submitted, they will be rejected.

Please note, this process is not to be used for Discretionary Leave earned for on-call hours, which is still entered by designated personnel with SAP “Stand-By” access. As an additional reminder, Employee Service Awards (longevity-based) were automated effective December 8, 2023, and *should not be processed manually*. Upon eligibility of city service award DL hours, a system-generated e-mail notification is sent to the employee highlighting their milestone (5, 10, 15, 20, etc. years of service), and the appropriate DL hours are automatically added to their leave buckets in SAP.

Department Procedure 5.18 will be updated to reflect these changes.

Please read at squad conferences and give a copy to all personnel.