



# DEPARTMENT NOTICE

25-036

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## Wellness Program Fiscal Year 2024-2025

The Wellness Program for sworn members covered under the POA MOU will resume for the FY 2024-2025 (July 1, 2024, to June 30, 2025). The program allows qualifying sworn members of the Police Department to convert up to fifty (50) hours of accrued sick leave into a cash payment if desired.

Eligibility requires a member to have established and maintained a core bank of three hundred (300) sick leave hours and have not used more than thirty (30) hours of sick leave within the fiscal year.

Sick leave hours donated to catastrophic sick leave bank(s) or used for authorized bereavement leave according to the Civil Service Rules shall not be considered sick leave utilization for purposes of this cash out.

The election forms will be issued via e-mail on May 23, 2025, to those qualifying members. The form must be completed and returned to the Payroll Unit, Police Headquarters, 1245 3<sup>rd</sup> Street 5<sup>th</sup> Floor, San Francisco, CA 94158, no later than Friday, May 30, 2025.

Members who qualify for the Wellness Program who elect to avail themselves of the benefit will be paid prior to June 30, 2025.

**Members who do not receive an election form on May 23<sup>rd</sup>**, but believe they qualify under the provisions of the Wellness Program should call the Payroll Unit at (415) 837-7340 or speak with the payroll staff member in charge of their assigned station/unit.

**Note: Members on FMLA during FY 2024-2025 shall refer to [DN 23-087 Wellness Program Arbitration Award](#).**

  
WILLIAM SCOTT  
Chief of Police

*Per DN 23-152, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS within (30) thirty calendar days of issuance. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be sent to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*

*Safety with Respect*