

BUREAU OF ADMINISTRATIVE SERVICES
FINANCE DIVISION

21 September 2009

TO: All Unit Commanding Officers

FROM: Frank F. Wilson
Director
Finance Division

SUBJECT: I.O.D. Letter (16 December 2008 - 15 December 2009)

All sworn personnel should be aware that Section 2-84-480 of the City of Chicago Municipal Code allows sworn personnel to receive their full salary for a period of twelve months when the officer is injured while performing their police duties. The Internal Revenue Service has previously issued Technical Advice Memorandum T32-153-91, which determined that regular wages paid to a member while out I.O.D. qualifies as workmen's compensation. As such, this income is excluded from the recipient's gross income.

Sworn members who were I.O.D. from (16 December 2008 - 15 December 2009) should submit a copy of their Time and Attendance cards as soon as possible to the Finance Division/Payroll Section. **THE TIME CARD MUST BE ACCOMPANIED WITH THE ENCLOSED TO-FROM REPORT REQUESTING A STATEMENT OF WAGES PAID WHILE I.O.D. AND FORWARDED TO OCTAVIA WATKINS.**

Due to the expected volume, please advise members of your command to submit their requests promptly, as they will be processed **in the order received.**

Frank F. Wilson Director
Finance Division

BUREAU OF ADMINISTRATIVE SERVICES
FINANCE DIVISION

DATE: _____

TO: FRANK F. WILSON
DIRECTOR OF FINANCE

ATTN: OCTAVIA WATKINS

SUBJECT: I.O.D. LETTER (16 DECEMBER 2008 – 15 DECEMBER 2009)

Reason for I.O.D. _____

Date of I.O.D. _____

Returned from I.O.D. _____

A copy of the member's Time & Attendance Card must accompany this request. Members can obtain a copy of their attendance card from their unit timekeeper.

Member's Info:

Return to: (PLEASE PRINT)

Signature _____

Name _____

Title _____

Home
Address _____

SS Number _____

Zip code _____

Employee # _____

LETTERS WILL BE RETURNED TO HOME ADDRESS NOT UNIT OF ASSIGNMENT