



PRINCE GEORGE FIRE AND EMS

Section: Administrative

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Date: January 1, 2017

Title: Leave

Authorized By:

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I. Policy:

Prince George Fire and EMS shall provide opportunities for employees to use leave time in accordance with County Policy 24.1 -24.14 so long as the leave does not negatively impact the public safety response system. This policy shall provide direction and clarification in the coverage of open shifts created by leave requests in order to maintain minimum staffing levels during all shifts. The Department Director must approve any changes to this procedure.

II. Procedure:

A. Sick Leave:

1. Personnel that are unable to report to work due to illness or off-duty injury shall call the on duty shift supervisor as soon as possible and no less than one hour prior to their scheduled shift. Spouses or family members cannot call in for employees except in extreme circumstances.
2. Employees shall submit documentation from a physician for absences in excess of three or more consecutive days as defined in County Policy 24.1 -24.14. The Department Director may require an employee to produce such documentation at any time if there is reason to believe the leave is being abused.

B. Annual Leave:

1. At the beginning of each calendar year at the first staff meeting, annual leave picks will be conducted. Leave picks will start with most senior personnel to the newest employee and repeat as necessary. All attempts will be made to grant annual leave by the end of the second round pick. Additional rounds can be initiated if needed. Picks are limited to 6 consecutive shifts per pick. One operational employee may be scheduled off for annual leave at a time.



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2. When requesting additional leave, the employee requesting the leave shall place a request by the 15th of the previous month but no more than 60 days prior to the requested shift(s) via the departments scheduling process. Once the request is submitted, the Administrative Captain will approve or deny the request based on staffing needs. The Administrative Captain will make every attempt to cover the shifts within one month of the request of leave. The approval is only complete once the employee is notified by the Administrative Captain. Approval will only be granted once the shift/shifts have been covered. If the requested time cannot be filled, the request will not be approved.
3. Employees are not permitted to request more leave than they have accrued or will accrue by the time the leave is taken.
4. Short-term requests for leave after the 15th of the month may be granted. Such requests will be the responsibility of the employee to secure a replacement ensuring that two (2) ALS transport units are capable of responding. The immediate supervisor of the person requesting the leave shall be notified for final approval the time off at their discretion. Once the approval is granted, the Administrative Captain shall be notified via e-mail.
5. Part-time employees are required to submit a minimum of 48 hours of availability per month, to include 1 weekend and 1 holiday per quarter. If a part time employee fails to submit their availability by the 15th of each month, they will forfeit scheduled time for the month. If an employee has multiple months where no availability is submitted or not submitted before the 15th of the month, that employee may be subject to disciplinary action up to and including termination.

C. Professional Development Leave (PDL)

1. In addition to one operational employee on annual leave per shift, one employee may be granted PDL for approved training, to include but not limited to specialty team drills.
 2. Employees granted PDL will not receive overtime for training conducted on their normal days off.
 3. Employees requesting PDL will submit that request in writing through the chain-of-command to the Department Director for consideration.
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4. The Department Director will review the request and determine if supporting the request is in the best interest of the department.
5. If approval is granted, the request will be returned to the requestor who will then process the leave request through the chain-of-command to the Administrative Captain.
6. If no employee is on annual leave, an additional PDL position may be authorized, pending staffing.
7. The Director of Fire and EMS may place multiple members on PDL for classes identified by the Director of Fire and EMS as essential to the operation of the department or the requirements of its personnel.
8. If an employee wishes to be off on PDL for department related educational purposes, and the maximum personnel off has been met by their shift, an equally qualified volunteer may work in the place of the employee if approved by the Company Officer, Shift Supervisor, and Director in advance.
9. Efforts will be made to support personnel seeking PDL in a fair and equitable basis; however, no portion of this procedure shall be interpreted as to require any employee to receive PDL or to obstruct the Shift Supervisor's ability to adequately staff the shift.

D. Assignment of Requested Work Time

1. If there is a vacancy in shift coverage after utilizing part-time availability, the remaining open shifts will be offered to full-time employees.
 2. Once the schedule is completed for the month, the Administrative Captain and or designee will notify the full time staff via email of the open shifts that need to be covered.
 3. The available shifts will be filled with the response from the email, based on the first come basis depending on coverage needs of the department. (ex: if ALS is needed, and BLS is the first to respond and ALS the second to respond, it should go to the ALS due to staffing needs).
 4. If no full-time employees respond to the request, it will be offered to the part-time staff via email using the same guidelines listed above.
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5. Once an employee accepts time and is scheduled for a shift, it becomes their responsibility to find an equivalent or greater certified replacement. Volunteer department members may be utilized to accomplish this. The employee's supervisor shall be notified and he/she must make the necessary schedule changes. The Administrative Captain will be notified of the changes via e-mail. If an employee continuously backs out of scheduled shifts, the Director of Fire and EMS will be notified via email and corrective actions will be implemented.
 6. An employee will work no more than forty-eight consecutive hours without an eight hour rest break unless approved by the Department Director.

E. Cancelling of Leave

1. If an employee has a need to cancel leave that was previously requested, they must do so no less than fourteen days before the scheduled day.
2. The employee shall notify their immediate supervisor and the Administrative Captain via e-mail of the request for cancellation. An explanation for requesting the cancellation of the leave shall be provided.
3. The Department Director has the authority to deny the request for cancellation. There will be a limit of six cancellation days allowed per year.

F. Mandatory Overtime

1. A list based on seniority will be established of full-time personnel regardless of rank. This will be an on-going list and will not reset at any point during the year. As new employees join the department, their name will be added to the top of the list based on the date they joined and alphabetically. Each Shift Captain will maintain this list and shall post an updated copy at each station.
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2. The Administrative Captain shall produce a list by the 25th of each month that identifies open shifts for the following month. Employees are responsible for monitoring their position on the mandatory list and make necessary plans (i.e., child care, transportation, etc.) should the shift remain unfilled or other circumstances that would require mandated overtime.
 3. Employees with extenuating circumstances (i.e., family issues that would cause personal hardship) may be granted a one-time waiver from working the mandated assignment. The name of the employee will remain at the top of the mandatory list and he/she will be required to work the next mandated assignment.
 4. If an employee is on vacation, sick leave, or already scheduled to work on the day of the open shift, the next person on the list will be utilized and that employee will remain at the top of the list.
 5. If the person getting mandatoried is already scheduled to work part of the open shift, that person will be mandatoried for the remainder of the shift. (i.e.: mandatory employee is scheduled to work 9a-9p, and the open shift is for 24 hours, that person would be required to work the 24 hour shift and the next person on the mandatory list will fill the 9a-9p vacancy).
 6. Employees may be held over up to 4 hours after their assigned shift without it being considered "mandatoried" for purposes of moving to the bottom of the list.
 7. After the employee works the mandated time, their name will rotate to the bottom of the list and the subsequent name will rotate to the top of the list.
 8. If a mandated employee is unable to complete the assigned time, (i.e., sick, family emergency, etc.), they will be relieved from duty and their name will return to the top of the list.
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