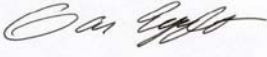




FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject:	Leave Policy [Operations Division]
Reference Number:	SAP-OPS-019
Effective Date:	17 December 2007
Last Revision Date:	N/A
Signature of Approval:	 J. Dan Eggleston, Chief

Purpose:

The purpose of this policy is to ensure the Department maintains the minimum staffing necessary to meet our operational commitments while providing earned and needed leave for our employees.

Scope:

This Standard Administrative Policy applies to all Albemarle County Department of Fire Rescue, Operations Division field staff.

Background:

This policy supersedes and replaces SAP-OPS-011.

Definitions:

(If there is an associated leave code in Telestaff, it will be indicated in parenthesis.)

Annual Leave (ALD/ALN) - Leave accrued by the employee for scheduled absences per county policy P-84.

Bereavement Leave (DIF) - Sick leave utilized when the employee has a death in the immediate family per county policy P-85.

Comp Leave (CLD/CLN) - Leave earned through extra hours worked and is available for scheduled leave per county policy P-61/P62.

Detailed (De) - Telestaff code used when an employee is at work and assigned, but not available for staffing. This code requires prior approval and a note recorded in Telestaff.

Emergency Leave (EL) - Leave granted by county policy P-88. Emergency leave will be granted as unscheduled leave only.

Family Medical Leave (FMLA) - HR should be notified of any sick leave usage of 4 or more consecutive shifts to determine if that time is eligible for FML. If the leave is determined to be FML then the leave code should be changed in Telestaff accordingly.

Illness in Family (IF) - Sick leave utilized when an employee is out to care for a member of their immediate family per county policy P-85.

Scheduled Leave - Any leave scheduled greater than 24 hours from the start of a shift.

Sick Leave (SL) - Leave accrued and available for use when an employee is ill per county policy P-85. Sick leave may be used as scheduled leave for doctor's appointments or scheduled procedures if a leave slot is available. Unscheduled use of sick leave should be reserved for when an employee is unable to report to work due to a true illness.

Light Duty (LD) - When an employee is on restricted duty due to an injury or medical condition and unavailable for staffing. For the purpose of this policy light duty will be considered a leave slot even though the employee may not be required to use any leave.

Telestaff - The software utilized to track staffing and leave for the operations division.

Training on Duty (T) - Leave granted to attend training while on duty. While the employee will not be charged leave, they will be unavailable for staffing and therefore considered a leave slot. Training on duty requires approval per department policy and a note in Telestaff indicating what the training is for.

Unscheduled Leave - Any leave scheduled less than 24 hours from the start of the shift. Unscheduled leave is restricted to sick leave, FML, light duty, emergency leave, and bereavement leave.

Policy:

The following policy and procedure will apply to all leave usage:

1. Scheduled Leave
 - A. No more than 4 people may be on scheduled leave from 0600-1800 Monday – Friday.
 - B. No more than 2 people may be on scheduled leave on any night 1800-0600, weekend 0700-0700, or holiday 0700-0700 in which day-shift stations are off.
 - C. No more than 2 captains may be off at any time.
 - D. No more than 1 person may be on training leave at any time.
 - E. Scheduled leave may be restricted by the Assistant Chief of Operations or their designee in order to meet operational needs.
2. Unscheduled Leave
 - A. Unscheduled leave should be reserved for times when an employee is unable to report to work due to injury, illness, or an emergency.
 - B. Any employee using unscheduled leave must notify the staffing officer a minimum of 1 ½ hours prior to their reporting time.

Annual Leave

The following procedures will be used to establish leave selections:

1. Yearly Leave Selections
 - A. Beginning in November, leave selections for the following year will be accepted for the first full week of January to the full week that includes December 31st.
 - B. Selections will be based on department seniority regardless of rank. If two or more employees have the same date of hire; seniority will be determined alphabetically by the employee's last name.
 - C. Employees will be given two weeks to submit their requests. If an employee doesn't submit a request then they will be passed by on the seniority list.
 - D. Leave is restricted to increments of one week. A week will run from Sunday at 0600 until the following Sunday at 0600.
 - E. An employee may request the number of weeks they earn each year plus any additional week(s) accrued and on the books at the time of leave selection.

2. General Leave Selections
 - A. General leave requests for the first full week of January to the full week that includes December 31st will be accepted after the yearly leave selections have been completed. Any requests submitted prior to that will be denied and removed from Telestaff.
 - B. Requests during this time will be on a first come first serve basis.
 - C. Requests should be submitted through Telestaff.
 - D. If Telestaff approves the request, notification should be made to your immediate supervisor.
 - E. If Telestaff approves a leave request in error the leave will be removed and the employee notified immediately after it is identified.
 - F. Notification should be made to the Battalion Chief for any leave greater than 2 weeks in length.

Exceptions

1. Any exceptions to this policy shall be approved by the Assistant Chief of Operations or designee.