

Campbell County Fire Department Standard Operating Procedures

General/Administration

Leave Selection

103.02

I.PURPOSE:

Campbell County Fire Department shall provide all members of the department an equitable and ample opportunity to select paid time off within the following parameters and procedure.

II.SCOPE:

This procedure applies to all career officers and firefighters.

III.PROCEDURE:

1. Definitions:

- 1.1. Annual Leave Time: Accrued paid time off including Vacation, Compensatory, and Holiday Times selected during the Department’s Annual Leave Selection Process.
- 1.2. Casual Leave Time: Accrued paid time off including Vacation, Compensatory, and Holiday Times selected after the Annual Leave Selection Process is completed and continuing throughout the calendar year.
- 1.3. Sick Leave: Accrued paid time off used in the event of illness or injury.

2. Criteria for Granting Time OFF to Duty Shift Personnel:

WORK PERIOD/COVERAGE SHIFT	NUMBER OF PERSONNEL ELIGIBLE FOR TIME OFF
Sunday – Sunday 0700 to 0700 Shift	1 Officer and 1 Firefighter OR 2 Firefighters
Monday – Friday 0800 to 1600 Shift	1 Officer and 1 Firefighter OR 2 Firefighters

When a member takes time off for Sick, Injury, Permission Granted, or Bereavement Leave, that member’s time off will not apply toward the total number of personnel permitted off for that Duty Crew.

3. Annual Leave Selection:

- 3.1. The Division Chief of Operations will maintain a Leave Calendar for all shifts.
- 3.2. The Division Chief of Operations will conduct an Annual Leave Selection Process beginning November 1st which will be completed by December 1st.
- 3.3. During the Annual Leave Selection Process, personnel may select Annual Paid Time Off for the upcoming year. Paid Time Off selections will be completed by rank/seniority. Rank/seniority is defined as rank and time-in-grade as follows:
 - 3.3.1 Captain
 - 3.3.2 Firefighter

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Don Huber, Fire Chief

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- 3.4. The Paid Time Off Selection Process will begin with the highest-ranking officer and proceed by rank/seniority until all members have had the opportunity to select a paid time off. Personnel choosing their first Paid Time Off selection will be limited to the following:
 - 3.4.1. Twenty-four Hour Shift personnel may select two individual shifts.
 - 3.4.2. Day Shift personnel may select two weeks which can be taken individually or consecutively.

- 3.5. Personnel are encouraged to make alternate selections for each Shift Selection. Alternate Selections will be used to help resolve conflicts which may arise as a result of multiple persons selecting the same shifts for time off. When scheduling conflicts occur, the Alternate Selection will automatically be used for the person's selection. If no Alternate Selection is indicated, then that person will be placed in the last position of the Selection Queue.

- 3.6. After the completion of the First Round, a Second Round in the Selection Process will take place lasting one week.

- 3.7. After the Second Round but before January 1st, leave will continue to be granted on a "first-come, first-served" basis.

- 3.8. On January 1st of each calendar year, the Annual Leave Calendar will be posted. This will mark the end of the Annual Leave Selection Process.

- 4. Casual Leave Selection:
 - 4.1. Casual Leave may be selected any time after January 1st for any date within the posted calendar year.

 - 4.2. Casual Leave Request Forms will be submitted to the employee's direct supervisor at least 72 hours prior to the shift/time requested. After initial approval by the supervisor, the Leave Request Form will be forwarded to the Division Chief of Operations for final approval.

 - 4.3. Shift Captains may grant Casual Leave Requests with less than 72 hours advance notice if sufficient personnel are available and the requesting member has acceptable justification for submitting a late leave request.

 - 4.4. The Division Chief of Operations will review all Casual Leave Request Forms and either approve or deny the request on a "first-come, first-served" basis. The approval process will follow the same Rank/Seniority requirements as outlined above.

5. Leave Request Process:

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- 5.1. A Leave Request must be completed by the person requesting the time off.
- 5.2. The completed Leave Request will be submitted to the employee's direct supervisor for initial approval.
- 5.3. The Leave Request will then be forwarded to the Division Chief of Operations for final approval and inclusion on the Time Off Calendar.
- 5.4. Three signatures are required on Leave Slips for firefighters. Two signatures are required for Captains, Training Chief, Fire Marshal and Division Chiefs.
- 5.5. Personnel are required to complete the Leave Request choosing one of the following selections:
 - 5.5.1 Sick
 - 5.5.2 Annual
 - 5.5.3 Injury
 - 5.5.4 Comp Time
 - 5.5.5 Leave Without Pay
 - 5.5.6 Shift Coverage
 - 5.5.7 Out of Town
 - 5.5.8 Funeral
 - 5.5.9 Trade

**The Fire Chief may cancel Paid Time Off for any member when the requirements of the fire department or emergency situations warrant such action.

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