

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

K.W. Perkins

, *Fire Chief*

1110.050

Military Leave

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PURPOSE

The possibility of ECFR personnel serving as U.S. military reservist or in the National Guard requires that provisions be made for their absence while meeting mandatory military commitments. Military leave requests must be made far enough in advance to ensure that adequate personnel can be scheduled to cover vacancies.

OBJECTIVE

To provide personnel with a policy that outlines the correct method for requesting military leave.

SCOPE

Career Personnel

MILITARY LEAVE

In accordance with county policy, permanent and probationary employees ordered to report to training or active duty under military reserve or National Guard orders will be placed on military leave. Military leave may be taken up to a maximum of seventeen (17) days in any twelve (12) month period.

REQUESTS FOR LEAVE

Personnel shall submit all military leave requests in writing on the appropriate leave request form. In addition, a copy of the request form and official orders requiring an employee's absence shall be forwarded to the Deputy Chief. Requests must be submitted to the assigned scheduling officer as far in advance as possible; however, military leave requests must be received no later than seven (7) days prior to the first day of requested leave.

Personnel will receive confirmation that their leave request has been approved or denied. However, in the case of military leave, approved shall mean leave with pay, denied shall mean leave without pay. This will be based on whether the employee has exhausted their allotted military leave.