

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

1110.025

Annual Leave

Implemented: 08/01/04

Revised: 12/18/2017



Paul Williams, Fire Chief

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PURPOSE:

At times, personnel may wish to utilize acquired annual leave. Annual leave request 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 annual leave.

SCOPE:

Career Personnel

ANNUAL LEAVE

Annual leave is a time off benefit that may be used for vacation or for personnel reasons.

Annual leave will be accrued and carried as prescribed by Escambia County Policy or the CBA.

REQUEST FOR LEAVE

Suppression personnel shall submit all annual leave requests to "**TeleStaff**" via the computer using either "**TeleStaff**", "**WebStaff**" or **by Telephone**. Each member of ECFR will be assigned a user I.D. and password to access each. Request must be submitted as far in advance as possible; however, annual leave requests must be received no later than seven (7) days prior to the first day of requested leave. When requesting annual leave the only code that will be used is "**Annual Leave**". Your leave will first be taken from your compensatory Leave, disaster leave, or administrative leave balances prior to your annual leave balance.

Every effort will be made to accommodate all annual leave requests; however, the organization must ensure that adequate manpower is available during an assigned shift. In addition, approved annual leave requests may be later canceled in the event of a disaster or other event where additional manpower is needed.

It is recognized that special circumstances may not always allow personnel to meet the seven (7) day advanced notice requirement. When such situations arise, the on duty assigned Battalion Chief shall make the determination whether the annual leave request will be approved or denied. Their decision shall be based on circumstances surrounding the late request and available manpower. In this situation, the on duty assigned Battalion Chief shall input the request to "**TeleStaff**" and ensure that the vacancy is covered to meet the goals of the organization.