

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

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, *Fire Chief*

1110.035

Compensatory Leave

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PURPOSE

At times, personnel may wish to utilize acquired compensatory (comp) leave. Comp 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 comp leave.

SCOPE

Career Personnel

COMPENSATORY LEAVE

In lieu of overtime pay, personnel may be granted comp leave for time worked in excess of their normal working hours.

Comp leave will be accumulated and carried as prescribed by Escambia County Policy.

REQUEST FOR LEAVE

Suppression personnel shall submit all comp leave requests to **"TeleStaff"** via the computer using **"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, comp leave requests must be received no later than seven (7) days prior to the first day of requested leave. When requesting leave, the only code that will be used is **"Comp. Leave"**. When you return from comp leave you must submit a certificate of absence to Fire Administration. You may request that the leave be taken from your comp leave, hurricane leave, or administrative leave balance.

Every effort will be made to accommodate all comp leave requests; however, the organization must ensure that adequate manpower is available during an assigned shift. In addition, approved comp 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, your assigned Battalion Chief shall make the determination whether the comp leave request will be approved or denied. His/her decision shall be based on circumstances surrounding the late request and available manpower. In this situation, the Battalion Chief shall input the request to **"TeleStaff"** and ensure the vacancy is covered to meet the goals of the organization.