

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

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, *Fire Chief*

1110.025

Annual Leave

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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.

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 leave the only code that will be used is the "**Annual Leave**". When you return from leave you must submit a certificate of absence to Fire Administration. You may request that the leave be taken from your annual leave, compensatory Leave, hurricane leave, or administrative 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, your assigned Battalion Chief shall make the determination whether the annual 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 that the vacancy is covered to meet the goals of the organization.