

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

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, *Fire Chief*

1110.030

Sick Leave

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PURPOSE

At times, personnel may need to utilize available sick leave. Sick leave request must be made as far in advance as possible 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 sick leave.

SCOPE

Career Personnel

SICK LEAVE

Sick leave will be accrued and carried as prescribed by Escambia County Policy.

REQUEST FOR LEAVE

Request for sick leave should be made as far in advance as possible 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. However, sick leave request must be made to the on-duty Battalion Chief if you are unable to use "**TeleStaff**." Request must be made directly to the on-duty Battalion Chief no later than 0530, or at least one and one-half hour prior to any special event. If personnel are unsuccessful in contacting the on-duty Battalion Chief, they shall contact the on-duty Lieutenant at Brent Station for their sick leave request. Sick leave hours will be taken from personnel's sick leave balance only, and no other leave may be utilized in its place without the authorization of the Fire Chief.

When personnel request sick leave during a duty shift, unless authorized by the on-duty Battalion Chief, they shall remain on-duty until covering personnel report to the company.