



GENERAL ORDER

Personal Leave Addendum

Date: August 31, 2022

Number: 22.058

Effective Date: August 31, 2022

Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief

This General Order will serve as an addendum to OP109. This addendum will be valid for the remainder of CY-2022, will be evaluated, necessary changes made, and then if needed an update to OP109 will occur. This is the second addendum and includes changes to the Holdover / Recall change from the first addendum in GO 22.017. As previously stated, changes are necessary as we continue to enhance the way in which we schedule shifts.

Holdover/Recall Updates

The process for Holdover and Recall shall remain the same. However, in the event that an employee is placed on mandatory status (Employee 1), and finds their own voluntary coverage (Employee 2), then the following shall apply:

- Employee 1 will be removed from the shift. They will have the “Holdover/Recall NON WORKING” work code added to their calendar. This will effectively count as their last mandatory date.
- Employee 2 will be added to the shift. Their shift will be counted as Overtime. It will not count as their last mandatory date. It will count as their last overtime worked date.

Questions regarding this general order can be directed to Lieutenant Jordan Coleman.