

# Fauquier County Department of Fire Rescue

## **OPERATING PROCEDURE**

No. 109



## **Leave and Recall**

Effective Date: May 30, 2017  
Revision Date:

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Forms:

Approved By: Darren L. Stevens, Fire Rescue Chief

### **PURPOSE**

To establish a procedure for the maintenance of daily operational staffing requirements.

### **SCOPE**

This procedure pertains to Fauquier County Fire Rescue Department career operational members assigned to shift work.

### **PROCEDURE**

#### **I. GENERAL POLICY**

1. Requests for annual leave shall be entered in ePro scheduling system at least ten (10) days in advance by the requesting employee. Leave requests with less than ten (10) days notices shall be entered by the on duty battalion chief and filled off the sign-up lists. Leave requests may be entered up to 365 days in advance however the actual order for priority shall be in accordance with A.3 of this procedure.
2. Annual Leave usage will be considered in two different categories for prioritization purposes. The categories will be **“peak leave usage”** and **“non-peak leave usage”**.
3. Peak leave usage is defined as the months of June, July, August, September, October, November, December and January 1 of the following year. All leave requests entered in to the ePro scheduler per I.4, for the peak usage periods prior to January 2 will be considered equal and prioritized based on the following criteria:
  - **1<sup>st</sup> priority – Seniority (time in service).**
  - **2<sup>nd</sup> priority – Luck of the draw.**
4. An employee may enter up to 192 hours or eight 24 hour days, of peak leave prior to January 2. Any peak leave requests that exceed 192 hours will be removed during prioritization process starting with the most distance entry and working backward until the individuals’ requested peak leave hours equals 192. Leave requests that exceed the allowable maximum hours per day will be kept in que by the Department’s leave manager for future consideration.

**Desire to Serve**

**Ability to Perform**

**Courage to Act**

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5. Leave priority will be based on the date and time of entry into ePro system for non-peak time periods and for peak usages times after January 2.
6. The on duty battalion chief shall handle all emergency leave requests on a case-by-case basis. Emergency leave requests are considered requests for leave situations where extremely unusual circumstances have arisen. Annual leave shall be the type leave used when and if approved.
7. Leave should be considered approved if accepted into the ePro scheduler system as part of the first 48 hours of leave (after January 2 for peak usage periods). The Department's leave manager shall inform an employee 7 days in advance if an accepted leave request will not be approved for any extenuating circumstance (e.g. no one available to cover position, cancellation of leave).
8. A maximum of 48 hours of annual leave shall be acceptable in any one 24-hour day (0600-0600 hours).
  - a. Any employee desiring to be off and leave requests exceed the 48 hour limit will need to use work substitution to be off or work their regularly scheduled shift.
  - b. Military leave, injury leave, details, emergency annual leave, educational leave, bereavement leave, anticipated and unanticipated sick leave will not be included as part of the maximum number of leave slots permitted. Requests for details shall be forwarded to the Department's leave manager through the assistant chief for approval and entry into the system.
  - c. Work substitution (shift swaps) is not defined as leave usage.
9. **ALL** personnel shall work mandatory and/or assigned overtime as required.
10. In all cases, no more than 48 consecutive hours should be worked by an individual unless extreme circumstances dictate other measures. Extreme circumstances include but are not limited to natural disasters, unavailability of personnel, and severe weather situations.
11. Personnel must ensure that they have been properly relieved prior to going off duty.

## **II. SICK LEAVE POLICY**

1. The Department shall grant sick leave to employees for illness or injury of sufficient seriousness to prevent the employee's attendance for duty; or for required physical, optical or dental examination and treatments in accordance with the applicable Human Resources policy.

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2. The illness of a spouse, children, or other immediate family members or the need to accompany children receiving preventative medical, optical or dental treatment, may warrant the use of sick leave if approved by the battalion chief who shall consider the needs of the Department and the seriousness of the medical situation.
3. Bereavement Leave may be granted in accordance with the applicable Human Resources policy.
4. Sick leave usage not specified in this operating procedure and the applicable Human Resources policy shall not be granted. Emergency use of annual leave may be requested through the battalion chief.
5. Notification of the request to use of sick leave shall be solely the responsibility of the employee in the following manner:
  - Notify the Fauquier County Fire Rescue Sick Leave voicemail at 540- 422-8814. Leave a message indicating the following:
    1. Name.
    2. Date of absence.
    3. Nature of request (Self or family illness or injury).
    4. Expected length of absence.
6. Any notification other than the Fauquier County Fire Rescue Sick Leave voicemail at 540-422-8814, will be considered invalid and may result in leave without pay and/or disciplinary actions.
7. Request for sick leave should be made as soon as possible, but must be made at least one hour prior to start of shift (0500).
8. Once the sick leave request has been made the employee shall be considered off on sick leave for duration of twenty-four (24) hours. Each additional twenty-four (24) hour sick day requires an additional notification to battalion chief and the sick leave voicemail.
9. If the employee is sick for a partial shift the on-duty battalion chief must be notified as soon as possible but no later than 1200 hours, with information regarding when the employee will return to work.
10. A physician's excuse shall be required for extended sick leave usage amounting to three twenty-four (24) hours shifts, (72) consecutive hours or questionable sick leave usage. All physician excuses will be placed in the employee's personnel file.

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### III. RECALL POLICY

1. Recall for sick leave or any other type of unanticipated vacancies shall be initiated as follows:

- a. If a vacancy is created prior to 2000 hours of the night before the affected shift the on duty battalion chief shall manually start the process for opening the shift and utilizing shift availability status to fill the staffing need.
- b. If the vacancy occurs between 2000 and 0600, the resulting vacancies will be handle in the following manner:

The 0600-1800 vacancy will be filled by a positon for position holdover method. If the selected individual cannot be held over for work related reasons (e.g. overworked, scheduled to work), the position for position method shall be applied sequentially to the next closest geographical stations until the position is filled.

The 1800-0600 vacancy will be filled by a rotating mandatory recall list maintained by the Department's leave manager. The evening recall person shall be notified by the on duty battalion chief by 1300 hours if their service is not required for minimum staffing.

- c. No mandatory recall shall result in an individual working in excess of 36 consecutive hours, unless extreme circumstances dictate. An employee may voluntarily elect to work up to a maximum of 48 hours.
- d. Recall for ALS personnel and BLS personnel will be made from an ePro scheduling list for each shift. In the event that an officer is required to cover the recall position then recalls shall be battalion chiefs for battalion chiefs and company officers for company officers. Individuals capable of moving up to the battalion chief position will be included on the battalion chief mandatory recall list.
- e. Personnel with approved prior arrangements to be detailed on department business shall be passed over on the holdover list if the holdover and detail assignment are in conflict. There may exist however, extenuating circumstances that may require holding over individuals with conflicting department business in an effort to maintain minimum staffing. Individuals who find themselves in a position of conflict between a holdover and approved department business shall immediately inform the on-duty battalion chief of the conflict. Department business that may be considered

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approved includes but is not limited to physicals, mandatory training, approved outside training and/or other approved work details.

- f. An individual shall be considered on "mandatory hold over" when they have been held a minimum of two (2) hours.
- g. As an option to being mandatorily held, as one's turn comes and he/she cannot work for some reason, he/she has the option of trying to find their own replacement with permission of the battalion chief. He/she must remain on duty until the replacement arrives and neither individual will be recorded as being mandatorily held over unless the individual on mandatory hold over is on duty two (2) hours or more.

## 2. General Procedure

- a. Normal leave vacancies shall be filed by ePro scheduling manager utilizing the following methodology:
  - 1. Unassigned on duty shift members (Extras)
  - 2. Eligible ride up position
  - 3. ePro voluntary availability list
    - a. Employees are encouraged to post their preferred availability for overtime through ePro. ePro will then generate the availability list which will sort by:
      - i. Employees who meet position/rank and specialty
      - ii. Employees with least amount of overtime hours.
  - 4. ePro voluntary open shift page- assigned based on the following:
    - a. ALS needs
    - b. ePro OT queue
  - 5. Mandatory hold/recall lists

Once the ePro manager assigns the vacancy in sequence it is considered filled and that person not cancelled unless indicated by situations listed in C.2 see below.

- b. Employees recalled back to duty shall be compensated for that period of time. Compensation shall begin when the individual reports for duty at the assigned work location.

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- c. Recall shall be construed to mean an employee called back to work to cover a position for a specific time. Recall will be used to maintain sufficient staffing for fire and rescue operations.
- d. When an employee is recalled and it is determined that he/she will not be needed, the recall shall be canceled. All efforts will be made to contact the employee, by phone and pager, prior to the recall shift to advise them of the cancellation. If the employee reports to work without notice of recall cancellation and is not needed, up to four (4) hours recall pay may be earned provided the employee works four (4) hours.
- e. Recall may be canceled if no need is present (i.e., equipment goes out of service, or employee cancels leave, etc.). All efforts will be made, by phone and email, to provide at least 24- hours' notice. Employees canceling leave must do so by providing the on duty battalion chief a minimum of 24 hours' notice.
- f. The use of temporary and over "minimum" strength personnel to alleviate recall will be used whenever feasible.
- g. If an individual accepts overtime and cannot work the accepted time frame for reasons similar to those preventing regular scheduled employees from reporting on time (e.g. illness), the re- opened vacancy shall be filled by the on duty battalion chief using normal sick leave procedures. If the individual simply does not want to work accepted overtime, that employee shall find a replacement to work in their place, provided they meet the staffing requirements and is approved by the on duty battalion chief.