

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

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1110.025

Annual Leave

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PURPOSE

At times, personnel may wish to utilize acquired annual leave. Annual leave requests 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 personal reasons.

Annual leave will be accrued and carried as prescribed by county policy and Civil Service rules.

REQUESTS FOR LEAVE

Suppression personnel shall submit all annual leave requests to the assigned scheduling officer on the appropriate leave request form. Requests must be submitted as far in advance as possible; however, annual leave requests must be received by the scheduling officer no later than seven (7) days prior to the first day of requested leave. Personnel will receive confirmation that their leave request has been approved or denied.

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 advance notice requirement. When such situations arise, the 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.