

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

K.W. Perkins, Fire Chief

1110.040

Educational Leave

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Revised:

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PURPOSE

At times, personnel may wish to utilize educational leave in order to attend training conferences, seminars, or other approved training courses. Educational 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 educational leave.

SCOPE

Career Personnel

EDUCATIONAL LEAVE

Personnel may be granted educational leave in order to attend approved work-related training during normal duty hours. Per county policy, educational leave will not be charged to an employee's annual or sick leave account. However, personnel will only be afforded 80 hours of educational leave annually. Any additional requests for educational leave will be reviewed on a case-by-case basis, and may require the individual to use annual leave, compensatory leave, or swap time.

REQUESTS FOR LEAVE

Personnel shall submit all educational leave requests, first, to the Training/Safety Officer on the appropriate leave request form. If the request is approved, the Training/Safety Officer shall forward the request to the scheduling officer. Requests must be submitted as far in advance as possible; however, educational leave requests must be received by the Training/Safety Officer no later than thirty (30) days prior to the first day of requested leave. Travel request forms should be forwarded with the leave request. Personnel will receive confirmation that their leave request has been approved or denied.

Every effort will be made to accommodate all educational leave requests; however, the organization must ensure that adequate manpower is available during an assigned shift. In addition, approved educational 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 thirty (30) day advance notice requirement. When such situations arise, the Training/Safety Officer shall make the determination whether the educational leave will be approved or denied. His/her decision shall be based on circumstances surrounding the late request and available manpower.