

GLASGOW FIRE DEPARTMENT
Standard Operating Guideline

GUIDELINE: REQUEST FOR LEAVE			SECTION: 105
WRITTEN 02/19/1991	REVIEWED	REVISED 08/25/2021	Page 17

PURPOSE

To provide members of the department an established procedure for requesting vacation time, sick leave, education leave, funeral leave, and absence with relief request. This guideline only deals with reporting/requesting guidelines established by the fire department. All other leave of absence, holiday procedures and further procedures are addressed in Section 5 of the City of Glasgow Personnel Policies and Procedures Manual.

VACATION TIME

1. Vacation time may be requested by shift employees at any time during the calendar year.
2. All requests for vacation shall be recorded on the Leave Request Form and shall be signed and dated by the employee making the request on the requested day.
3. Shift personnel must contact their respective Shift Captain to request a vacation leave.
4. Leave Request Forms will be submitted to the Administrative Office on the vacation shift day. Any unsigned forms will be returned to the Shift Captain/Shift Commander for signing.
5. Only two (2) shift personnel will be allowed vacation time on any shift due to minimum staffing. If there are two (2) personnel off for any reason, such as one (1) sick and one (1) on vacation; the officer will deny the request for vacation.
6. Vacation time may be used in one-half hour increments (30 minutes).
7. Scheduled vacation not being taken shall be cancelled prior to 6:00 a.m. on the scheduled vacation day by notifying the Shift Captain/Shift Commander on duty.

SICK TIME

1. All shift personnel will call the Shift Captain/Shift Commander on duty between the hours of 5:00 a.m. and 6:00 a.m. prior to his/her shift to report a sick leave request.
2. Call-in times will be logged in the Daily Logbook.
3. Personnel who have secured a doctor's statement prior to his/her scheduled shift may notify the Captain on duty of the request for sick leave.
4. If an employee schedules an appointment, or other event that he/she knows he/she will be off the next scheduled work shift, he/she may call the Captain/Shift Commander the day prior to his/her shift by 10:00 p.m. to make the sick leave request.

GLASGOW FIRE DEPARTMENT
Standard Operating Guideline

GUIDELINE: REQUEST FOR LEAVE			SECTION: 105
WRITTEN 02/19/1991	REVIEWED	REVISED 08/25/2021	Page 18

5. Personnel off more than one (1) twenty-four-hour shift, consecutively, shall submit a doctor's statement to the Administrative Office.
6. Personnel on sick leave during a holiday period must present a doctor's statement upon returning to duty on his/her next scheduled shift.

EDUCATION LEAVE

1. Education leave will be denoted on the Leave Request Form as an E/O Leave.
2. E/O Leave must have prior approval from the Chief's office.
3. E/O Leave approved by the Chief's office will then be forwarded to the appropriate Shift Captain for scheduling purposes.
4. Approval of E/O leave will take into consideration any prior approved vacation/sick time already posted for the affected shift.
5. Any E/O leave must be accompanied by the City school trip form.

FUNERAL LEAVE

1. Funeral leave requests should be made to the Captain/Shift Commander prior to his/her scheduled time to report for duty.
2. Personnel must supply the name and relationship of the deceased, funeral home in charge of the services, must attend the funeral and bring a copy of the obituary.

ABSENCE WITH RELIEF/TIME SWAP

1. Absence with relief/time swap is that of substituting for one another on regularly scheduled tours of duty, or for some part thereof, in order to permit an employee to absent himself/herself from work to attend to only personal pursuits.
2. The practice of trading time will be deemed to have no effect on hours of work if the following criteria are met:
 - a. The trading of time is done voluntarily by the employees participating in the program and not at the bequest of the employer.
 - b. The reason for trading time is due, not to the employer's business operations, but to the employee's desire or need to attend to personal matters.
 - c. A record is maintained by the employer of all time traded by his/her employees.
 - d. Personnel shall be limited to ninety-six (96) hours (4 shifts) of traded time on the books at any given time.
 - e. Any time traded must be repaid within a one (1) year period.

GLASGOW FIRE DEPARTMENT
Standard Operating Guideline

GUIDELINE: REQUEST FOR LEAVE			SECTION: 105
WRITTEN 02/19/1991	REVIEWED	REVISED 08/25/2021	Page 19

- f. Personnel cannot work for another person if he/she is on sick leave.
- g. Personnel cannot be marked for a sick day on a day that he/she has agreed to work for someone else.
- h. Time swaps are allowed between qualified personnel. Firefighters can swap with firefighters and sergeants; sergeants can swap with sergeants and firefighters that are relief drivers and officers with other officers or sergeants that can be acting officers or can be done at the discretion of the fire chief or command staff.
- i. Personnel, who become sick while paying back the owed time, are responsible to find someone to replace him/her for that shift.
- j. An emergency encountered by personnel responsible for paying back the owed time, must notify the Captain/Shift Commander of the emergency as soon as practical. The Captain/Shift Commander will then notify the Chief or Assistant Chief of the situation and direction in handling the absence.
- k. All absences with relief request must be signed by both parties and approved by the Captain/Shift Commander prior to the date of the requested time swap.

REPORTING LATE FOR WORK

- 1. All personnel are required to report on time for work each duty shift and when work swapping for another person.
- 2. It will be considered reporting late for duty when the reporting party is not inside the building to which he/she are to report for duty before 07:00 am. Any time after will be considered late and a command notice shall be completed by the station officer and submitted to the Administrative office during that shift.