

**GLASGOW FIRE DEPARTMENT**  
**Standard Operating Guideline**

<b>GUIDELINE: RELEASE FROM DUTY TO ATTEND TRAINING &amp; EDUCATION</b>			<b>SECTION: 107</b>
WRITTEN 08/13/1990	REVIEWED	REVISED 08/25/2021	Page 21

**INTENT**

1. The Glasgow Fire Department encourages all employees to seek training and education courses that shall enhance their careers as well as benefit the Fire Department. In attending scheduled programs, it is realized that employees of the Fire Department shall invest significant personal time when in class required attendance on non-working days. It is the intent of the Fire Department to control class attendance in a fair and equitable manner, as well as to sustain minimum staffing levels.

**CRITERIA**

1. Enrollment in a class that shall require absence from normally scheduled duty shifts shall be approved, in advance, by the office of the Fire Chief.
2. An employee attending class on a regularly scheduled workday shall be required to return to work after attending class, unless approved by the Fire Chief.