



## Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

### Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.07	<b>Leave Policy</b>	PAGE: 1 OF 3
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#### 101.07.01 Purpose

To establish procedures for Emergency Medical Services personnel to request for leave.

#### 101.07.02 General

For a comprehensive overview of the County's policy on Leave, please refer to Chapter 17 of the *Charles County Personnel Policies and Procedure Manual (PPPM)*. This SOP is a departmental supplement to the PPPM.

#### 101.07.03 Policy

Per the PPPM, leave heretofore referred to as "time off", is an authorized absence during regularly scheduled work hours that is preapproved by the proper authority. Time off requests may be authorized with or without pay in accordance with the work requirements of the County and the available leave an employee has accrued.

1. For time off requests utilizing annual leave, floating holidays, personal days, administrative leave:
  - a. Time off requests will be granted on a first come first served basis.
  - b. Time off requests will be accepted as far out as six (6) months in advance and no less than one (1) week in advance.
  - c. No more than four (4) personnel may be granted time off for the same calendar day. This is inclusive of all minimum staffing, float and flex personnel. Vacant assignments and employees who are off for Worker's Compensation, FMLA qualifying absences, or training will not be included among this daily maximum limit.
  - d. Once the shift(s) referenced on the time off request have been filled, the time off request may not be rescinded except for the following reasons:
    - i. The employee requested time off for training and it was cancelled,





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- ii. The employee requested time off for a medical appointment or procedure and it was canceled;
    - iii. The employee requested time off for court and the court date was cancelled or rescheduled;
    - iv. Assigned employee agrees to relinquish shift;
    - v. FLEX or float personnel may be unassigned at the discretion of the scheduling officer.
  - e. Operations may deny leave based on the overall mandatory minimum staffing levels in the County.
  - f. Employees assigned to a rotational schedule may not request more than four (4) consecutive shifts off in a row.
2. **For time off requests utilizing compensatory time:**
- a. An employee utilizing comp time must find their own coverage in the following situations:
    - i. Time off requests submitted with less than seventy-two (72) hours prior to the date requested.
    - ii. If the daily maximum of allotted leave has been reached.
  - b. Operations may deny time-off based on the overall mandatory minimum staffing levels in the County.
3. **For time off requests for approved training and administrative (i.e. meetings) hours for:**
- a. Per SOP 102.05.04, employees are responsible for submitting a time off request or shift trade for approved training hours that conflict with a scheduled shift.
  - b. If time off request for training or administrative duty is submitted less than two weeks prior to the start of the class or administrative event and the shift remains unfilled after the CrewSense callback, the employee becomes responsible for either finding coverage for the shift or will be required to work the shift.
  - c. Time off requests for training must be entered by the employee; but will not be approved until the training has been approved by the Training Officer.
  - d. Approved training hours worked may be substituted for an employee's approved time off for training if performed within the same week.
  - e. Employees will be required to use leave should requested training time off not be equivalent to their approved training hours within the same week.
4. Due to difficulty in covering vacancies on holidays, time off requests for major holidays will only be accepted if suitable coverage has already been secured. Major holidays have been identified as:
- a. New Year's Day,
  - b. Independence Day;
  - c. Thanksgiving Day;





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- d. Christmas Day.

### 101.07.04 Procedures

1. Employees requesting time off must submit a Time Off Request via CrewSense.
2. Time off may be denied or canceled by Operations if:
  - a. The maximum number of employees permitted off (4) has already been reached.
  - b. A suitable substitute/replacement is not found or assigned,
  - c. Granted time off will result in personnel manning below the acceptable minimum staffing standards;
  - d. Time off requests are not submitted within the appropriate time frame;
  - e. Major events in the County warrant the cancellation of leave.
3. Employees who submit leave within the prescribed timeline should expect feedback within two (2) weeks after submittal however, they should not consider their requested time off approved until they receive notification of approval via CrewSense and their personal schedule reflects the requested time off.

