




**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Personnel	SOP: 2.17
Subject: Scheduling of Leave	Executed: November 1, 2011 Revised:
Approved:  Scott Cullers, Fire Chief	

PURPOSE

To develop a fair and standard business process for processing and approving leave requests. (Annual, compensatory, and floater holiday leave)

SCOPE

This Standard Operating Procedure (SOP) shall apply to all operational field personnel assigned to a station and shall be used when requesting annual leave, compensatory leave or floater holiday leave.

BACKGROUND

It is the responsibility of each employee to ensure their leave balances remain below the maximum carryover balance allowed by the City prior to the last day of each calendar year. Please refer to SOP 2.3-Leave Accumulation and Use. Leave approval/denial will ensure minimum staffing and response criteria are maintained as per SOP 7.2-Staffing and Response Criteria.

With the work schedule and “Kelly Day” modification planned for implementation on December 31, 2011, the department needs to modify how floater holiday and annual leave requests are processed and approved. The major point of modification will be the number of personnel allowed to utilize annual, compensatory or floater holiday leave each day.

Other factors that may impact leave usage and approval, are personnel with approved orders for active military duty, personnel on FMLA, holidays, special events and/or training dates.

The online yearly schedule will be maintained on our internal website to show assigned Kelly Days, approved leave and other factors as noted above.

PROCEDURE

There will be two types of leave requests available to personnel: Seniority Based Leave Requests and Open Leave Requests. The following procedure shall be used to request the use of annual, compensatory, or floater holiday leave by all operational field personnel.

From The City's Comprehensive Employee Management System: Annual leave will be granted in a manner mutually agreeable to the employee and the employee's supervisor or department head. Annual leave shall be arranged to meet work requirements.

Only two (2) personnel per day will be granted annual, compensatory, or floater leave in addition to the scheduled Kelly Days.

Black-Out Dates - The department may identify dates when there will be no leave granted (Ex. Apple Blossom). Kelly days may be revoked during black out dates.

Mandatory Training Dates – The department will identify mandatory training dates for personnel to attend training while not working in the station. Personnel may request leave from their normal shift assignment on mandatory training dates. However, personnel are required to attend one of the mandatory training sessions while not working in the station.

Seniority Based Leave Requests

1. Seniority Based Leave approval is not guaranteed.
2. These requests will be processed based on the employee's hire date on record with the City Human Resource Department and by assigned shift.
 - a. If there is a tie between employee hire dates the tie breaker will be based on the following, in the order listed:
 - i. Career Development Rank
 - ii. Coin flip
3. Seniority Based Leave Requests **MUST** be received in the Administrative Office addressed to the department's scheduling coordinator between November 16th and November 30th of each year for leave in the next calendar year at which time leave will be approved or denied based on item one (1) above.
4. Seniority Based Leave Requests that are not date stamped "Received" within the November 16th - 30th timeframe will not be processed and will be returned to the employee.
5. Personnel can submit for a maximum of 144 hours of seniority based leave of which only 96 hours can be consecutive (Kelly Days and shift trades are not considered work days and do not reset the consecutive hours off .
6. Personnel should list alternate leave dates in the order of priority in the event that leave is denied on a requested date.
7. Personnel should acknowledge on the leave request form if they desire the continuance of leave approved if one or more of requested consecutive dates are not available.

Open Leave Request

1. Open Leave approval is not guaranteed.
2. Open Leave Requests will be received in the Administrative Office addressed to the department's scheduling coordinator on a first come/first serve basis anytime after December 8th of each year for leave in the next calendar year at which time leave will be approved or denied.
3. Personnel can submit for a maximum of 96 consecutive hours of open leave.
4. Open Leave Requests must be submitted a minimum of seven (7) days prior to the date leave is to begin.
5. Personnel should acknowledge on the leave request form if they desire the continuance of leave approved if one or more requested dates are not available.

Leave request forms **MUST** be submitted to the department's scheduling coordinator on the proper form and be complete in order to be considered (see attached). These forms may be returned to the issuer for inaccuracy or needed clarification. The department is not responsible if returned leave requests are not corrected and returned by the identified deadlines.

It is recommended that personnel maintain a copy of submitted leave requests.

The department reserves the right to deny any leave request and revoke approved leave in order to comply with SOP 7.2 Staffing and Response Criteria.



LEAVE REQUEST

Name: Date Submitted:

Shift: _____

Type of Leave: **Seniority** **Open**

Priority Date(s): 1 Complete Date Range Continue if any Date in Range is Not Available
Yes No

Priority Date(s): 2 Complete Date Range Continue if any Date in Range is Not Available
Yes No

Priority Date(s): 3 Complete Date Range Continue if any Date in Range is Not Available
Yes No

Notes:

Office Use Only Below This Line

Approved Denied

Explanation:

Hire Date:

Signed By: Date: