




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



<b>Section:</b> Personnel	<b>SOP:</b> 2.3
<b>Subject:</b> Leave Accumulation and Use	<b>Executed:</b> February 1, 2011 <b>Revised:</b> November 1, 2011
<b>Approved:</b>  Scott Cullers, Fire Chief	

**PURPOSE**

To inform personnel of the types of leave accrued for use and the responsibilities of its use.

**PROCEDURE**

It is the responsibility of each employee to ensure their leave balances remain below the maximum allowed by the City prior to the last day of each calendar year. This can be accomplished by reviewing balances at the top of the timesheet or payroll stub and then adding in the remaining monthly accrual rates as listed below in the charts.

1. All leave usage must be approved by one of the Department Administrative Officers. **Leave request forms must be submitted by the deadline as outlined in SOP 2.17.** Leave requests are not guaranteed and will be granted or denied based on the needs of the department.
2. Leave usage may be granted by the Battalion Officer for emergencies only and does not require a leave request form. Notification shall be made to the office as soon as practical for schedule modifications.
3. **Leave requests will not be approved for special time periods** that the Department considers a need for increased staffing (i.e. Apple Blossom Festival).

**TYPES OF LEAVE ACCRUED**

Fire Department personnel accrue four (4) types of leave as listed below. Please refer to the Comprehensive Employee Management System (CEMS) for additional types of leave that are available to all City employees.

1. *Compensatory Time* – All personnel can accrue compensatory time in lieu of receiving overtime pay for hours worked. The maximum compensatory time that may be accrued and carried from year to year is forty (40) hours.

Personnel that are eligible to receive overtime will accrue this time at time and one half. Personnel that do not receive overtime but are eligible for compensatory time will accrue at straight time. **(Timesheet Codes (11) Comp. time earned time and a half, (12) Comp. time at straight time)**

2. *Floater Holidays* – Fire Department personnel are given floater holiday time for state holidays that are not recognized by the City of Winchester. This time may be scheduled for use as outlined above and may not be carried over to the next calendar year. Forty eight hour a week employees will accrue forty-eight (48) hours of floater leave per year while forty (40) hour a week employees will accrue forty (40) hours of leave per year. **(Timesheet code (04) Floater Holidays)**
  
3. *Sick Leave* – Sick leave benefits are a privilege granted by the City to every classified employee. Sick leave is not earned in the sense that it must be taken. It is accrued and available when justified. Fire Department personnel accrue sick leave at nine and a half (9.5) hours per month for forty-eight (48) hour a week employees and eight (8) hours a month for forty (40) hour a week employees. Sick leave usage shall follow the established department SOP for Reporting Sick Leave. **(Timesheet code (F2) Firefighter Sick Leave, (02) Sick Leave Administrative)**
  
4. *Annual Leave* – Fire Department personnel accrue annual leave at the rates listed in the charts below according to years of service. Annual leave balances must be below the maximum carryover amount by the end of the calendar year. It is the employee’s responsibility to schedule their leave accordingly. All leave will be granted or denied based on the Department’s scheduling needs. Carry over of excess time **WILL NOT** be permitted by the Department or City and published work schedules will not be modified to reduce balances. **(Timesheet code (03) Annual Leave)**

48 hour per week employees

Years of Service	Monthly Accrual	Yearly Accrual	Maximum Carryover
0-4 years	9.5	114	<b>228</b>
5-9 years	12	144	<b>288</b>
10-19 years	14.5	174	<b>348</b>
20-up years	17	204	<b>408</b>

40 hour per week employees

Years of Service	Monthly Accrual	Yearly Accrual	Maximum Carryover
0-4 years	8	96	<b>192</b>
5-9 years	10	120	<b>240</b>
10-19 years	12	144	<b>288</b>
20-up years	14	168	<b>336</b>