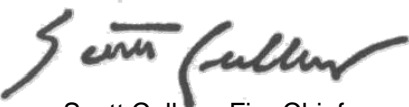




**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Personnel	SOP: 2.5
Subject: Trading of Work Time	Executed: January 1, 2006 Revised: February 1, 2011 December 31, 2011
Approved:  Scott Cullers, Fire Chief	

PURPOSE

To define a procedure for personnel to request the trade of work time with other personnel.

PROCEDURE

The trading of work time is a privilege to field personnel allowing flexibility for un-scheduled leave. The Department's work schedule is based on a **twenty-one (21) day work cycle beginning on a Saturday and concluding on a Friday**. All requests for trades of work time must fall within this **twenty-one (21) day work cycle**. The trading of time will ensure that the provisions of the City of Winchester CEMS are complied with, the budget is maintained, and all personnel are treated fairly. The following procedure shall be followed:

- Shift trade** request forms shall be completed and submitted **to the department's scheduling coordinator**.
- Shift trade** requests will be granted or denied based on the **operational** needs of the Department and will not be honored if submitted less than **three (3)** days prior to the date being requested. **NO EXCEPTIONS**
- The trading of time must be with another individual of **similar qualifications**. The trading of time must take place within the prescribed **twenty-one (21) day work cycle**.
- Trading of work time will be for no less than a three (3) hour **period**.
- Time sheets will reflect the actual date and time that each individual works and not what was previously scheduled.



SHIFT TRADE REQUEST

Name: Date Submitted:

Day you are Scheduled to Work: Time Period Trading

Day you wish to Trade to: Time Period Trading

Name of Person Trading with:

Notes:

Office Use Only Below This Line

Approved Denied

Explanation

Signed By: Date: