



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



Section: Personnel	SOP: 2.18
Subject: Military Leave Use	Executed: February 28, 2013 Revised:
Approved:	
 Frank E. Wright, Interim Fire Chief	 C. E. McClellan Jr., Deputy Chief

PURPOSE

To inform Winchester Fire and Rescue Department (WFRD) career personnel of the City of Winchester policy regarding the scheduling and use of military Leave.

PROCEDURE

The following procedure shall be used when scheduling and using military leave as per the Comprehensive Employee Management System (CEMS), Section 5.13, Military Leave:

- Prior to the approval of any military leave; a current official copy of military orders must be on file with the WFRD office. These orders must show the dates and times of each session being requested.
- Personnel approved to attend military training/drill while scheduled to work at WFRD will be permitted sufficient time to commute to the training/drill site, participate in the training/drill, and time to travel back to work. This will normally equate to approximately 10 hours of military leave to be granted for each work day for training/drills.
- Personnel wishing to be off for the entire 24 hour shift on a scheduled WFRD workday must request and use either annual, compensatory or floater leave for the balance of non-military time out of the station.
- If personnel receive orders for extended military training/drills that require out of town attendance, then 24 hours of military leave may be requested for each scheduled WFRD work day.
- It shall be the individual's responsibility to ensure they do not exceed their permitted balance of hours during each military fiscal year.