



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



Section: Personnel	SOP: 2.3
Subject: Leave Accumulation and Use	Executed: February 1, 2011 November 1, 2011 Revised: January 12, 2013 November 2, 2015
Approved:  Scott Cullers, Fire Chief	Revised:  Allen Baldwin, 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 will be approved by your assigned Battalion Chief or a Department Administrative Officer. Leave request will follow SOP 2.17 Scheduling of Leave. 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 formal leave request. The Battalion Officer shall update the Department scheduling system to reflect any 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. **This leave must be used prior to any floater or annual leave. (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. **Personnel on twenty-four hour shifts will accrue twenty-nine (29) hours of floater leave per year while personnel on eight hour shifts will accrue twenty-four (24) hours of floater 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. Personnel on twenty-four (24) hour shifts will accrue sick leave at nine and a half (9.5) hours per month and personnel on eight (8) hour shifts will accrue sick leave at eight (8) hours per month. 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)**

24 hour shift personnel

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

8 hour shift personnel

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