

BULLETIN

NO: 24-005  
DATE: January 17, 2024  
TO: All Personnel  
FROM: David Gerboth, Assistant Fire Chief, Emergency Operations  
John Wood, Assistant Fire Chief, Business Operations  
SUBJECT: Administration Manual Update/Revision #24-01, SI 06.13 Parental Leave

Attached to this bulletin please find Administration Manual Update 24-01, Standard Instruction 06 Leave of Absence, Section 13 Parental Leave. All company officers are directed to ensure that personnel under their command are briefed on these revisions and comply.

The purpose of this policy is to communicate updated guidelines when using Parental Leave.

The revision includes changes for all sworn SDFD personnel regarding the use of Parental Leave. The most notable changes are when personnel can use the Parental Leave and how many hours must be used. The policy is a complete revision and should be reviewed in its entirety.

The Administrative Manual will be updated electronically in the "M" drive and in the 'Quick Links' section of Vector Solutions.

Any questions regarding this policy can be directed through your chain of command.

<b>TITLE</b> ADMINISTRATION MANUAL	<b>STANDARD</b> <b>INSTRUCTION</b> 06		<b>DEPARTMENT</b> FIRE-RESCUE
<b>SUBJECT</b> PARENTAL LEAVE	<b>SECTION</b> 13	<b>PAGE</b> 1 of 2	<b>EFFECTIVE DATE</b> January 17, 2024

**I. PURPOSE**

The purpose of this policy is to communicate guidelines when using Parental Leave

**II. SCOPE**

This policy shall apply to all sworn San Diego Fire-Rescue Department (SDFD) personnel.

**III. AUTHORITY**

The Fire Chief authorizes this policy.

**IV. POLICY**

A. The City of San Diego provides Parental Leave and is detailed in [Administrative Regulation 95.89 – Parental Leave](#)

B. Parental Leave for Firefighters

1. 56-hour Personnel

- i. Parental Leave will not be permitted on Blocked Days as identified in Staffing Manual Section 2.4.7.
- ii. Requests must be made at least seven days in advance of the leave.
- iii. All Parental Leave must be taken in minimum increments of 96 hours (i.e., full go-arounds) with the following exceptions:
  - a. Personnel may take a minimum increment of 72 hours during any go-around in which their regular duty schedule includes a blocked day.
  - b. Any residual balance less than 96 hours must be taken as a single block, i.e., 72 hours must be taken as three consecutive 24-hour shifts within a go-around.

2. Parental Leave for 40-hour Administrative Personnel

- i. Requests for Parental Leave must be made at least seven days in advance of the leave.

C. Parental Leave for Lifeguards

1. Operational employees must take parental leave in 80-hour increments with the following exception:

- i. Any residual balance of less than 80 hours must be taken as a single block.
- ii. Personnel with a leave request that falls on a holiday may take less than an 80-hour increment.

2. At the time of the Parental Leave request, a completed HR-8 Form (City of San Diego Parental Leave Plan) must also be submitted. If an eligible event is not foreseeable at least 30 days in advance, notice to use leave must be given as soon as practicable.

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3. Operational employees cannot take parental leave on the following City Holidays (actual day):
  - i. Christmas
  - ii. Thanksgiving
  - iii. New Year's Day
  - iv. Fourth of July
  - v. Memorial Day
  - vi. Labor Day