

BULLETIN

NO.: 15-172

DATE: November 2, 2015

TO: All Personnel

FROM: Brian Fennessy, Assistant Fire Chief, Emergency Operations
Kenneth Barnes, Assistant Fire Chief, Support Services

SUBJECT: Family Medical Leave Act and Mandatory Callback Refusals

Effective immediately, when requesting an exemption from a mandatory callback assignment for reasons related to FMLA, the following procedures shall be followed:

1. When contacted for a mandatory callback assignment prior to 0700 hours the day of the assigned mandatory shift, the employee shall notify the Staffing Desk of their desire to utilize FMLA hours. The information will be captured and noted on the daily TeleStaff mandatory refusal roster. **It is imperative that this step is followed or the mandatory callback refusal may result in an unexcused mandatory refusal.**
2. The proper use of the FMLA hours will be verified by staff at headquarters.
3. The employee will no longer be required to provide the shift commander with a separate notification or letter indicating the use of FMLA.
4. It is the employee's responsibility to monitor their FMLA hours remaining (FMLA balances can be confirmed with the respective Payroll Specialist).

Questions regarding this policy change can be addressed via the chain of command or direct to PSU Battalion Chief Robert Garcia at 619-533-4354, RGarcia@sandiego.gov or Captain Ted Moran at 619-533-4328, TMoran@sandiego.gov