

BULLETIN

NO.: 22-122
DATE: August 2, 2022
TO: All Personnel
FROM: John Wood, Assistant Fire Chief, Business Operations
SUBJECT: Unscheduled Leave Policy Clarification and Notice of Enforcement

Unscheduled Leaves (UL)- Leaves, with the exception of annual leave trades-off or comp day trades-off (ALTOs/CDTOs), submitted less than 20 hours prior to the beginning of the effective shift (by 1200 hours the day before) are considered unscheduled leaves. This includes the extension of previously approved leaves of less than 24 hours.

It's important to remember that the use of Unscheduled Leave has a negative impact on co-workers due to minimum staffing requirements necessary in Fire Department Operations. When one employee takes Unscheduled Leave, a co-worker may be forced to sacrifice their own regular day off and personal plans in order to backfill that vacancy. These last-minute changes result in both Local 145 Member and Department Management frustration.

Due to a recent trend of increased Unauthorized Leave use and some confusion on the current policy, San Diego Fire-Rescue Department, provides the following review and notice to all Personnel.

This bulletin describes the procedures Professional Standards Unit (PSU) will follow when employees use unscheduled leave, and clarifies progressive discipline that may be associated with unscheduled leave in accordance with Staffing Manual Section 2.4.B.5.

When employees request unscheduled leave, the Staffing Desk will enter the unscheduled leave work code into Telestaff. Professional Standards Unit will run unscheduled leave reports quarterly to determine if any employees are in violation of the unscheduled leave policy contained in the Staffing Manual.

Employees will have five (5) working days from the date of their unscheduled leave to submit a request for exemption and any supporting documentation to SDFDProfessionalStandards@sandiego.gov and CC their immediate supervisor. Requests for exemption after five (5) working days from the date of their unscheduled leave will not be accepted or approved. The Deputy Chief of Employee Services will review the request for exemption and approve or deny the request consistent with the Staffing Manual.

Personnel who exceed 24 hours of unexcused unscheduled leave in a 3-month period or 48 hours in a rolling year will be subject to progressive disciplinary action for each subsequent use of unexcused UL in that period. Unexcused violations of unscheduled leave will be tracked as progressive discipline for one year from their date of occurrence. Beginning September 1, 2022 progressive discipline shall be issued for each infraction of the unscheduled leave policy.