

**BULLETIN**

**NO:** 24-042  
**DATE:** March 13, 2024  
**TO:** All Personnel  
**FROM:** David Gerboth, Assistant Fire Chief, Emergency Operations  
**SUBJECT:** Administration Manual Update/Revision #24-02, Parental Leave

Attached to this bulletin, please find Administration Manual Update 24-02, 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.

This is a policy revision. Additions were made in the Parental Leave for 56 hour Personnel and the Parental Leave for Lifeguards sections. The additions are in red on the attachment.

The Administration 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> ADMINISTRATIVE MANUAL	<b>STANDARD 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> March 13, 2024

**I. PURPOSE**

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

**II. SCOPE**

This policy shall apply to all 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 56-hour Personnel

1. Parental Leave will not be permitted on Blocked Days as identified in Staffing Manual Section 2.4.7.
2. Requests for foreseeable events must be made at least seven days in advance of the leave
3. **If unforeseeable event occurs, notice of leave must be given as soon as practical**
4. 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.
  - c. **Eligible event occurs after commencement of a go-around and not over the span of a blocked day**

C. Parental Leave for 40-hour Administrative Personnel

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

D. Parental Leave for Lifeguards

1. Operational employees must take parental leave in 80-hour increments.
  - a) **Personnel with a request for protected leave that falls on holiday listed in Section IV.D.3 may take less than 8—hour increment of Parental Leave to account for the holiday hours.**
  - b) **Any residual balance of less than 80 hours must be taken as a single block.**
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):
- a) Christmas
  - b) Thanksgiving
  - c) New Year's Day
  - d) Fourth of July
  - e) Memorial Day
  - f) Labor Day