

<b>TITLE</b> STAFFING POLICY MANUAL	<b>SECTION</b> 2	<b>DEPARTMENT</b> F I R E-RESCUE
<b>SUBJECT</b> LEAVE POLICIES	<b>PAGE</b> 1 of 14	<b>EFFECTIVE DATE</b> June 28, 2017

## 2.0 Purpose

This section establishes the policies and procedures governing the request and processing of departmental leaves for personnel assigned to the Operations Division.

## 2.1 Leave Types

Leaves covered by these policies and procedures include: annual leave (AL), bereavement leave (BL), compensatory leave (CT), discretionary leave (DL), day-off-trades (DOT), emergency leave, floating holidays (FH), scheduled holidays (HD), holiday trades, industrial leave (IL), jury duty (JD), light duty (LD), military leave (ML), parental leave, special assignment (SA), witness duty and unpaid leaves of absence.

This policy does not apply to job-protected leaves, including but not limited to leaves covered under the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), or Americans with Disability Act (ADA).

## 2.2 Minimum Hours for Processing of Leaves by Staffing Desk

- A. The staffing desk will only process department/personnel leaves that are for a minimum of eight hours.
- B. Requests for ALTO/CDTO of 11 hours or less and day-off-trades of any time frame must be entered into TeleStaff by the requestor and trade partner to facilitate the maintenance of accurate payroll and staffing records; however, staffing desk personnel will take no action on these requests.

## 2.3 Maximum Number of Leaves Permitted per Rank and Shift

- A. Only the following numbers of each rank will be allowed off-duty per shift for any combination of Annual Leave, Compensatory Leave, Discretionary Leave or Floating Holiday:
  - 1. Deputy Chief of Operations – (1)
  - 2. Battalion Chief – (2)
  - 3. Captain – (9)
  - 4. Engineer – (9)
  - 5. Firefighter – (9)
  - 6. Firefighter/Paramedic – (9)
  - 7. Single-Role Paramedic – (1)
- B. Once these limits are reached, employees must arrange an annual leave trade-off (ALTO/CDTO) or use other approved leave types to take the time off.
  - 1. Personnel requesting to use ALTO/CDTO in this case must call the staffing desk with their request. If qualified personnel are still available on the pick-list after the evening fill (1700 hours – 1830 hours), the staffing desk will

<b>TITLE</b> STAFFING POLICY MANUAL	<b>SECTION</b> 2	<b>DEPARTMENT</b> F I R E-RESCUE
<b>SUBJECT</b> LEAVE POLICIES	<b>PAGE</b> 2 of 14	<b>EFFECTIVE DATE</b> June 28, 2017

convert the ALTO/CDTO to AL/CD and assign personnel based on their position on the pick -list. If no qualified personnel are on the pick-list, the requestor will be responsible for securing their own relief for the ALTO or CDTO.

#### 2.4 Submission of Requests for Leave

- A. Personnel are required to become familiar with and follow the guidelines and policies in the TeleStaff User Manual (computer system access), this Staffing Policy Manual, and the TeleStaff Reference Guide (telephone system access).
- B. All leave requests, regardless of duration or type, must be entered in the TeleStaff System, either by computer or by telephone, using the following guidelines:
  - 1. All personnel are responsible for scheduling their own leaves in TeleStaff except as noted below.
  - 2. Leaves can be scheduled a maximum of 365 days in advance.
  - 3. Scheduled Leaves - Leaves submitted a minimum of 16 hours prior to the beginning of the effective shift are considered scheduled leaves.
    - a. Scheduled leaves are limited 12 or 24 hours and must begin and end at the following times: 0800-2000, 2000-0800, or 0800-0800 hours.
      - 1. See agreed upon Helicopter Rescue Medic (HRM) schedule
    - b. Scheduled leaves are not tracked for purposes of potential disciplinary action.
  - 4. Unscheduled Leaves - Leaves, with the exception of annual leave trades-off or comp day trades-off (ALTOs/CDTOs), submitted less than 16 hours prior to the beginning of the effective shift (by 1600 hours the day before) are considered unscheduled leaves. This includes the extension of previously approved leaves of less than 24 hours.
    - a. All unscheduled leaves called in to the staffing desk prior to 2030 hours the evening before will be approved for the 12 or 24 hour duration requested.
    - b. If a need/desire to take leave occurs after 2030 hours, the requestor must contact the staffing desk between 0600- 0630 hours of the effective date to make the request. The leave will be approved for 24 hours only and will be tracked as unscheduled leave.

<b>TITLE</b> STAFFING POLICY MANUAL	<b>SECTION</b> 2	<b>DEPARTMENT</b> F I R E-RESCUE
<b>SUBJECT</b> LEAVE POLICIES	<b>PAGE</b> 3 of 14	<b>EFFECTIVE DATE</b> June 28, 2017

- c. Personnel who exceed 48 hours of unscheduled leave in a quarter or 96 hours in a year will be subject to progressive disciplinary action.
  - d. If the unscheduled leave is due to illness/injury, employees will only be required to state the anticipated duration of their absence. Employees are also required to identify whether their leave is related to a job-protected leave (i.e. FMLA, CFRA, PDL, ADA, etc.) Staffing desk personnel are not to inquire as to the specific illness resulting in the absence.
5. Annual leave trades-off (ALTOs) are exempt from the unscheduled leave policies and shall be processed as follows:
- a. The employee requesting an ALTO must enter the leave in TeleStaff no later than the beginning of the ALTO.
  - b. ALTOs will be limited to a maximum of 11 hours. Once the maximum number of leaves permitted per rank and shift have been met, personnel will be permitted to arrange ALTOs for up to 24 hours only after the pick-list has been exhausted.
  - c. If an employee schedules an ALTO of 11 or less hours and then extends the leave to 12 or more hours, the shift extension will be filled in accordance with the normal staffing policies. The employee working the original assignment will be permitted to leave upon the arrival of a suitable replacement.
6. Blocked Days - Only staffing desk personnel are permitted to enter leave requests in TeleStaff on the blocked days listed below.
- a. New Year's Day
  - b. Valentine's Day
  - c. Sports Club Easter Egg Hunt
  - d. Easter
  - e. Mother's Day
  - f. Father's Day
  - g. Memorial Day
  - h. Independence Day
  - i. Firefighter's Picnic
  - j. Labor Day
  - k. Firefighter's Ball
  - l. Veteran's Day
  - m. Halloween
  - n. Thanksgiving
  - o. Christmas Eve
  - p. Christmas Day
  - q. New Year's Eve

<b>TITLE</b> STAFFING POLICY MANUAL	<b>SECTION</b> 2	<b>DEPARTMENT</b> F I R E-RESCUE
<b>SUBJECT</b> LEAVE POLICIES	<b>PAGE</b> 4 of 14	<b>EFFECTIVE DATE</b> June 28, 2017

7. Personnel requesting leave on a blocked day must contact the staffing desk to make the request. The staffing captain will approve the leave request if it complies with staffing policy. All policy exceptions must be approved by the battalion one chief.
8. Deputy chiefs of operations desiring to take leave on a blocked day must pre-arrange an annual leave trade with a battalion chief on the pick-list. The selected battalion chief may either work the deputy chief of operations out-of-class assignment (OCA) or, if a battalion chief from that division is willing to work the deputy chief of operations OCA, the battalion chief doing the ALT will work in relief of the battalion chief working the deputy chief of operations OCA.
9. The staffing captain will notify battalion one of any personnel taking unscheduled leave on a blocked day. Battalion one will then notify the Professional Standards Unit (PSU) of the arrangement.
10. Leaves on any day listed as “blocked” (Section 2.4.B.6) will be limited to DOT, ALTO, CDTO, BL or UL

## 2.5 Leave Request Forms

### A. Staffing Desk

1. Type of Leaves Requiring Request Forms
  - a. Light Duty and Industrial Leave – memos are prepared by the Human Resources Division staff
  - b. Special Assignments – memos are prepared and routed by Department staff requesting special assignment status for personnel
  - c. Special Leaves of Absence – memos prepared and routed by Human Resources Division staff
  - c. Training and/or EMS Rotations – memos prepared and routed by Training or EMS staff
  - e. Temporary Station Assignments – memos prepared and routed by captains and/or battalion chiefs
2. Leave Request Form Format
  - a. All requests for leaves listed under Section 2.5.A.1 must be made on the approved leave request form. This form can be found in

<b>TITLE</b> STAFFING POLICY MANUAL	<b>SECTION</b> 2	<b>DEPARTMENT</b> F I R E-RESCUE
<b>SUBJECT</b> LEAVE POLICIES	<b>PAGE</b> 5 of 14	<b>EFFECTIVE DATE</b> June 28, 2017

the “Forms” folder on the “S” drive of all Department computers under the title of “Staffing Desk Leave Request Form”.

3. Timeline for Submission of Requests
  - a. Whenever possible, leave requests must be submitted a minimum of seven days prior to TeleStaff initial seven fill.
4. Routing of Requests
  - a. All leave requests are to be emailed to the staffing desk at the email address listed in the department email programs (currently “SDFD Staffing Desk (TeleStaff)”) with no quotation marks.
  - b. No pre-approval by the battalion one chiefs is required for routine requests that conform to department policy.
  - c. Any leave request that does not conform to existing policy and/or is not submitted on the form specified in Section 2.5.A.2 will be rejected by the staffing captains and forwarded to the battalion one chiefs for follow-up with the requestor.
5. Confirmation of Emailed Requests
  - a. Staffing desk personnel will confirm receipt of emailed staffing requests via email reply to the requestor.

**B. Payroll Section**

1. Form CS-1425A must be submitted for all leaves, regardless of duration, with the exception of day-off trade, industrial leave and leaves of absence in excess of 31 days (contact payroll specialist for appropriate form).
2. All leave request forms must bear the approval signature of the supervisor.

**2.6 Leave Approval/Denial by Supervisors**

- A. All leaves, with the exception of unscheduled leaves, must be approved by the supervisor.
- B. Supervisors may only deny a request for leave if the leave will result in the requestor missing a scheduled in-service training or physical abilities evaluation which cannot be made up through attendance at another scheduled

<b>TITLE</b> STAFFING POLICY MANUAL	<b>SECTION</b> 2	<b>DEPARTMENT</b> F I R E-RESCUE
<b>SUBJECT</b> LEAVE POLICIES	<b>PAGE</b> 6 of 14	<b>EFFECTIVE DATE</b> June 28, 2017

session.

## 2.7 Leave Request Changes and Cancellations

### A. Leave Request Changes and Cancellations

Personnel whose leave has been posted in TeleStaff may change or cancel their leave in the following manner:

1. If the leave request has not been acted upon by TeleStaff (i.e. no substitute has been selected), employees can simply remove the leave from their TeleStaff calendar.
2. Where a suitable substitute or an overtime worker has already been named in TeleStaff, the requestor must submit (email or telephone) the change or cancellation request to the staffing desk by 2030 hours the evening before the effective date.

Note: Annual leave trades and day-off trades are not restricted by this policy and can be changed or cancelled up to the effective date and time, but not after.

## 2.8 Insufficient Leave Policy

### A. Employees represented by Local 145 who request and take time off without sufficient leave balances on the books, either in annual leave or compensatory time, to cover the number of hours taken will be subject to discipline.

1. Request for Exemption of Annual Leave Denial
  - a. Employees who desire to have their annual leave denial exempt due to extenuating circumstances are required to submit an FD-7, and supporting documentation (e.g. report from physician, birth or death certificate or other relevant documentation) to the deputy chief of operations, or their division head if they are not assigned to Operations. This request must be received by the deputy chief not later than the end of the first shift back on the employee's regular duty or five calendar days after the annual leave denial (whichever occurs last) to be considered for exemption.
  - b. Initially, the employee may be charged with an annual leave denial; however, it will be subsequently reversed if approved by the deputy chief.

<b>TITLE</b> STAFFING POLICY MANUAL	<b>SECTION</b> 2	<b>DEPARTMENT</b> F I R E-RESCUE
<b>SUBJECT</b> LEAVE POLICIES	<b>PAGE</b> 7 of 14	<b>EFFECTIVE DATE</b> June 28, 2017

- c. If the deputy chief of operations approves the exemption, the employee will be allowed to use “red A”, approved leave of absence without pay.
  - d. If an employee fails to request an exemption within the stated time limits, the leave time will be listed as an annual leave denial and will be carried as “red K”, unauthorized leave of absence without pay.
2. Annual Leave Denial on Blocked Days
- a. If any unexcused annual leave denial occurs on any of the blocked days listed in Section 2.4.B.6, the annual leave denial will automatically go through progressive discipline.
3. Administrative Notifications Regarding Personnel on Leave Use Restrictions
- a. Human Resources will provide current information regarding employees who have been restricted and/or released from restriction in their use of leave to the following:
    - 1. Deputy chiefs
    - 2. Battalion one chiefs
    - 3. Staffing desk

## 2.9 Failed Trade Policy

- A. Employees who fail to complete trades will be subject to discipline.
- 1. Request for Exemption of Failed Trade
    - a. Employees who desire to have their failed trade excused due to extenuating circumstances are required to submit an FD-7, and supporting documentation (e.g. report from physician, birth or death certificate or other relevant documentation) to the deputy chief of operations.

This request must be received by the deputy chief not later than the end of the first shift back on the employee’s regular duty or five calendar days after the failed trade (whichever occurs last) to be considered for exemption.
    - b. If the deputy chief of operations approves the exemption due to the employee who failed the trade being on a strike team or other Department business, no annual leave will be taken from the employee and the employee will be required to reschedule

<b>TITLE</b> STAFFING POLICY MANUAL	<b>SECTION</b> 2	<b>DEPARTMENT</b> F I R E-RESCUE
<b>SUBJECT</b> LEAVE POLICIES	<b>PAGE</b> 8 of 14	<b>EFFECTIVE DATE</b> June 28, 2017

repayment of the lost trade hours to the Department (i.e. employee will be scheduled to work an overtime shift by the staffing desk, however, Payroll will post the hours worked during this shift as a trade pay back and the employee will not receive overtime compensation.).

c. If the deputy chief of operations approves the exemption due to the employee who failed the trade providing proof of an acceptable non-Department related circumstance (e.g. report from physician, birth or death certificate or other relevant documentation), the employee may exercise either of the two options that follow. In either case, they will be exempt from the failed trade offense designation.

1. They can elect to use accrued annual leave to pay back the trade hours lost.

2. They can elect to have any annual leave taken as result of the failed trade reinstated and reschedule payment of the lost hours to the (i.e. employee will be scheduled to work an overtime shift by the staffing desk) however, Payroll will post the hours worked during this shift as a trade pay back and the employee will not receive overtime compensation

3. It shall be the employee's responsibility to notify Payroll of the repayment method selected

d. Employees who do not request an exemption within the required timeframe will have the failed trade listed as such.

2. Administrative Notifications Regarding Personnel on Trade Use Restrictions

a. Human Resources will provide current information regarding employees who have been restricted and/or released from restriction in their use of trades to the following:

1. Deputy chief of operations

2. Battalion one chiefs

3. Staffing desk

## 2.10 Leave Type Criteria

A. Annual Leave (AL), Annual Leave Trade-Off (ALTO), Comp Day (CD) and Comp Day Trade-Off (CDTO)



<b>TITLE</b> STAFFING POLICY MANUAL	<b>SECTION</b> 2	<b>DEPARTMENT</b> F I R E-RESCUE
<b>SUBJECT</b> LEAVE POLICIES	<b>PAGE</b> 9 of 14	<b>EFFECTIVE DATE</b> June 28, 2017

1. Restricted Dates
  - a. Annual leave/comp day will not be approved on the blocked days listed in Section 2.4.B.6.
  - b. ALTO/CDTO may be approved on the blocked days listed in Section 2.4.B.6.
2. Minimum Hours
  - a. Annual leave/compensatory time-off – 12 or 24 hours only
  - b. Annual leave trade-off/compensatory day trade-off – 11 hours or less except on the blocked days listed in Section 2.4.B.6
    1. ALTOs of up to 11 hours may be scheduled on any day.
    2. ALTOs of 12 or more hours will not be approved unless the maximum number of leaves permitted per rank and shift (See Section 2.3A) has been met for that shift or the ALTO is for a blocked day.
3. Additional Criteria
  - a. Scheduled ALTO/ALTW or CDTO/CDTW will be cancelled up to the date/time of the leave requested if it is determined that unassigned personnel are available to staff the vacancy.
    1. Cancellations will be made in reverse order of TeleStaff entry date up to the number of unassigned personnel available to fill the vacancies.
    2. Personnel who had been scheduled for ALTO/CDTO will have their leave request converted to AL.
  - b. Leave on blocked days, listed in Section 2.4.B.6 will be limited to DOT, ALTO, CDTO, BL, UL.
- B. Bereavement Leave (BL)
  1. Restricted Dates – None
  2. Minimum Hours – Eight
  3. Additional Criteria – Refer to Local 145 MOU
- C. Discretionary Leave (DL)

<b>TITLE</b> STAFFING POLICY MANUAL	<b>SECTION</b> 2	<b>DEPARTMENT</b> F I R E-RESCUE
<b>SUBJECT</b> LEAVE POLICIES	<b>PAGE</b> 10 of 14	<b>EFFECTIVE DATE</b> June 28, 2017

1. Restricted Dates
    - a. Discretionary leave shall not be approved on the blocked days listed in Section 2.4.B.6.
  2. Minimum Hours - 12 or 24 hours only
- D. Day-Off-Trade (TO/TW)
1. Restricted Dates - None
  2. Minimum Hours - None
  3. Additional Criteria
    - a. Trades will be limited to exchanges of scheduled work shifts, time for time, between two employees of the same classification.
      1. Trades may be scheduled up to one year in advance.
      2. Both sides of a trade (all hours) must be completed within 30 calendar days from the date of the first part of the trade.
      3. Three-or more-way trades are prohibited. This specifically prohibits employees working a trade day from taking a portion of the shift off via second trade of time or an ALTO/CDTO.
    - b. Requestor must enter the trade in TeleStaff with a suitable substitute named. The substitute shall enter a date for payback that is within one year from the date of the first part of the trade.
    - c. If desired, employees may arrange for a 24-hour trade to be paid back in no more than three installments. Each installment date must be entered separately in the TeleStaff system.
 

e.g. - A 16 hour trade may be repaid in two 8-hour installments. Both sides of the trade must be entered in equal times.  
Example: 16 hours off September 27 for eight hours worked October 10 and eight hours worked October 12. This trade must be entered - Sept. 27, eight hours off for Oct. 10, eight hours work; Sept. 27, eight hours off for Oct. 12, eight hours work; using the proper time slots.

<b>TITLE</b> STAFFING POLICY MANUAL	<b>SECTION</b> 2	<b>DEPARTMENT</b> F I R E-RESCUE
<b>SUBJECT</b> LEAVE POLICIES	<b>PAGE</b> 11 of 14	<b>EFFECTIVE DATE</b> June 28, 2017

- d. All personnel who are not regularly assigned to a station, and have not yet been assigned for the shift in question, must use UTO/UTW (unassigned trade off/unassigned trade working) when requesting a day off trade.
  - e. Once entered, a “trade off/trade working” code can only be altered by staffing personnel. Send an email to the staffing desk with requested change by no later than 0800 hours on the effective date.
  - f. If an employee enters a trade and is unable to complete that trade due to promotion, he/she can complete the trade by working down a classification. He/She cannot complete the trade if the other person was promoted and must then repay the trade with annual leave, compensatory time or discretionary leave. The employee who cannot repay the trade must send an FD-7 to Payroll explaining the situation and be guided by their direction.
  - g. Refer to Local 145 MOU, Article 2.
- E. Industrial Leave/Light Duty
- 1. Restricted Dates - None
  - 2. Minimum Hours - Eight
  - 3. Required Forms
    - a. RM-1634 or physician’s excuse (if not job related) mailed or hand-carried to Human Resources specifying the period of absence and/or work restriction. Human Resources will notify the staffing desk, via emailed memorandum.
  - 4. Additional Criteria
    - a. Personnel placed on industrial leave or light duty must immediately notify Human Resources.
    - b. Human Resources will notify the staffing desk as soon as possible regarding any employee status changes, via emailed memorandum.
    - c. If illness/injury occurs during periods when Human Resources staff is unavailable, i.e. weekends and city holidays, notify the battalion one chief.

<b>TITLE</b> STAFFING POLICY MANUAL	<b>SECTION</b> 2	<b>DEPARTMENT</b> F I R E-RESCUE
<b>SUBJECT</b> LEAVE POLICIES	<b>PAGE</b> 12 of 14	<b>EFFECTIVE DATE</b> June 28, 2017

5. Return to Full-Duty

- a. Personnel who have been released to full-duty must immediately notify Human Resources and provide a written medical release.
- b. Human Resources will notify the staffing desk of personnel with clearance to return to work and the effective date, via emailed memorandum.
- c. If Human Resources staff is not available, the battalion one chief must be notified and provided with the necessary medical release.
- d. Personnel who have been on industrial leave/light duty for more than 60 days will be required to successfully complete the physical abilities evaluation (PAE) prior to their return to full-duty.
- e. If an employee passes the PAE on a day that their division is working, they will complete the remainder of their work day in the light duty position and return to their station assignment the next shift. This delay in return shall not have a negative effect on an employee's leave balance.

F. Jury Duty

1. Restricted Dates - None
2. Minimum Hours - None
  - a. If released prior to end of the scheduled relief, employee must return to work or use accrued leave for the work hours to be missed.
3. Additional Criteria
  - a. Personnel on telephone standby may notify the staffing captain via telephone the night before or morning of actual call to service.

G. Military Leave

1. Restricted Dates - None
2. Minimum Hours - Eight

<b>TITLE</b> STAFFING POLICY MANUAL	<b>SECTION</b> 2	<b>DEPARTMENT</b> F I R E-RESCUE
<b>SUBJECT</b> LEAVE POLICIES	<b>PAGE</b> 13 of 14	<b>EFFECTIVE DATE</b> June 28, 2017

3. Additional Criteria

- a. Personnel on emergency activation must notify the battalion one chief via telephone and send a copy of their activation orders as soon as practical.
- b. Personnel on routine activation must provide a copy of their activation orders to the Payroll Section of Human Resources as soon as possible.
- c. Personnel are responsible to input their own ML/MWD in TeleStaff.
- d. Refer to Local 145 MOU, Article 28.

H. Special Assignments

1. Restricted Dates - None
2. Minimum Hours - Eight
3. Additional Criteria
  - a. All special assignments that require an employee to be absent from their normal assignment must be pre-approved in writing by their division director or designee. It is the responsibility of the division director or designee to forward these requests to the staffing desk.

I. Special Leaves of Absence without Pay

1. Restricted Dates - None (subject to approval by Division Head)
2. Minimum Hours - Eight
3. Required Forms
  - a. Request for leave of 30 days or less
    1. Employee submits Form CS1425A through their chain of command to their division head for approval. Completed form then submitted to Payroll.
  - b. Request for leave of 31 days or more
    1. Employee submits Form CS-1425D (available through

<b>TITLE</b> STAFFING POLICY MANUAL	<b>SECTION</b> 2	<b>DEPARTMENT</b> F I R E-RESCUE
<b>SUBJECT</b> LEAVE POLICIES	<b>PAGE</b> 14 of 14	<b>EFFECTIVE DATE</b> June 28, 2017

payroll specialist) through their chain of command to their Division Head for approval. Completed form then submitted to Payroll.

J. Witness Duty – See Jury Duty

## 2.11 Return to Full-Duty Following Extended Leave

A. Personnel who have been on extended periods of leave may be required to undergo physical, basic skills, and specialty skills testing and/or refresher/recertification training prior to being cleared for a return to Operations duty.

1. Absences of 60 days or more due to injury/illness will require personnel to successfully complete the physical abilities evaluation (PAE) prior to their return to Operations duty.
2. Absences of ninety 90 days or more for any reason will require paramedic certified personnel to contact the EMS Division to determine what will be required to return to duty as a paramedic under current EMS policies.