

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.07.10 REQUEST FOR LEAVE



Adopted: 12/20/16
Reviewed: 05/08/18
Revised: 05/08/18

Approved:

A handwritten signature in black ink, appearing to read "Tony Fisher", is written over a horizontal line.

Purpose: To ensure the appropriate coverage of all shifts, the accurate tracking and filing of time off/leave requests, and overall accountability of shift scheduling.

References: N/A

Procedure:

1. Crewsense Staffing System.

- a) All time off/leave requests shall be made through the Crewsense Staffing System. Time off/leave requests are defined as sick leave, annual leave, compensatory time, administrative, bereavement, shift trades and holiday leave.
- b) Time off requests for sick leave, annual leave, compensatory time, administrative, bereavement leave, and holiday leave are made by using the "time off" drop down menu located on the task bar of Crewsense Staffing then choosing "Request Time-Off" and filling out the pertinent information.

2. Sick Leave Requests.

- a) Short notice sick leave notification (less than 36 hours) shall be made by contacting Station 81 via phone not less than one (1) hour prior to the beginning of the shift unless in the case of an emergency situation.
 - i. If Station 81 is unable to be reached Station 84 shall be the back-up contact point for Sick Leave notification.
 - ii. If Station 84 is unable to be reached the Duty Chief shall be contacted.
- b) Prescheduled sick leave notification can be made through the time/off request bar.

3. Annual Leave Requests.

- a) Requests for annual leave shall be made not less than 96 hours in advance.
- b) The 96-hour rule may be waived by the Chief or his/her designee.

4. Compensatory Time Requests.

- a) Requests for compensatory time shall be made not less than 96 hours in advance.
- b) Compensatory time requests will be scheduled in the discretion of the Fire Chief or his or her designee and will not be unreasonably withheld.

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5. Administrative Leave Requests.

- a) Administrative leave request shall be approved by the Fire Chief or his/her designee prior to being placed on the schedule in Crewsense.
- b) Once approval has been granted the employee taking administrative leave shall contact the on duty scheduling supervisor at Station 81 and taken off the schedule.

6. Bereavement Leave Requests.

- a) Bereavement leave notification shall be made to the scheduling officer.
- b) For union members bereavement leave shall be administered as outlined in their current Union contract.

7. Shift Trades Requests.

- a) Shift trades are made using the Crewsense Staffing System Trade Board drop down menu and selecting "*request a trade*".
- b) Shift trades request shall be made not less than 48 hours in advance to the shift trade.

8. Holidays Leave Requests.

- a) In general holidays are pre-scheduled and day shift personnel will be off the schedule during recognized holidays.
- b) Day shift personnel may request to take a holiday off in lieu of the observed holiday with the prior approval of the Fire Chief of his/her designee.
- c) Union personnel are compensated for holidays as outlined in their current Union contract.