

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.07.10 REQUEST FOR LEAVE



Adopted: 12/20/16
Reviewed: 12/15/23
Revised: 12/15/23
Approved: Lonnie J. Rash

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. Exempt and Administrative employees shall make requests for leave to their supervisor. All approved requests will be reflected in the Crewsense Staffing System.
2. 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.
3. Sick Leave Requests.
 - a) Short notice sick leave notification (less than 36 hours) shall be made by contacting the scheduling officer.
 - b) Prescheduled sick leave notification can be made through the time off request bar.
4. 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.
5. 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/her designee and will not be unreasonably withheld.
6. Administrative Leave Requests.

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- 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 officer and be taken off the schedule.
7. Bereavement Leave Requests.
- a) Bereavement leave notification shall be made to the scheduling officer.
 - b) Union members bereavement leave shall be administered as outlined in their current Union contract.
8. Shift Trades Requests.
- a) Shift trades are made using the Crewsense Staffing System Trade Board drop down menu and selecting "*request a trade*".
9. 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.