

<b>Standard Operating Procedure</b>  <b>LEAVE MANAGEMENT</b>	<b>PEORIA FIRE-MEDICAL DEPARTMENT</b>  <b>Administration</b>  <b>101.04</b>  <b>Rev. 11/27/2019</b> <b>Page 1 of 6</b>
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**PURPOSE**

This policy outlines the procedures for managing all leave types. For the purposes of this policy, vacation leave (VAC), compensation time (CU), Holiday Leave Bank (HLB), and personal-leave days (PRH) are jointly considered Pre-Scheduled Leave. Any special leave designated the same as vacation is also covered as pre-scheduled leave. Other types of leave, including Absence with Relief (AWR), Union Release Time (URT), and Sick Leave (SL) are addressed separately in this policy.

**POLICY**

Each member is responsible for knowing and managing their available leave time and for entering all leave requests into Telestaff. Any member taking leave in excess of their available hours is subject to disciplinary action and may be charged unpaid leave. Probationary firefighters may not take pre-scheduled leave during their first six months after academy graduation, unless authorized by the Deputy Chief of Operations or his designee.

The Scheduling Chief for each shift is responsible for approval of all leave.

**Annual Pre-scheduled Leave Approval**

December 1<sup>st</sup> 0800hrs to the 15<sup>th</sup> 1700hrs of each year, members may submit pre-scheduled leave requests for the following year (January 15<sup>th</sup> – January 14<sup>th</sup> the following year). Leave requests must be entered into Telestaff prior to the deadline, using the normal procedures and leave codes. Each Member may request up to a maximum of 10 Days. Partial Leave in a Day dates will be counted as 1 of the allowed 10 Days. No leave time may be entered after the deadline and will be removed, until the Scheduling Chief has notified their respected shift members of the reopening of leave requests date (first come first serve).

Between December 15<sup>th</sup> and December 31<sup>st</sup>, the Scheduling Chief for each shift will review and approve leave requests for the subsequent year based on the following criteria:

- A maximum of five leave requests may be approved for any given time period.
- Approval will be given in the order of overall seniority (time on the job), regardless of rank, with the highest seniority members receiving priority.

<b>Standard Operating Procedure</b>  <b>LEAVE MANAGEMENT</b>	<b>PEORIA FIRE-MEDICAL DEPARTMENT</b> <b>Administration</b> <b>101.04</b> <b>Rev. 11/27/2019</b> <b>Page 2 of 6</b>
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- Requests not approved will remain on Telestaff for potential approval due to future cancellations of another approved request, but will count towards the members ten (10) prescheduled Days. Any request made before the December 15<sup>th</sup> deadline and later approved will remain seniority based in priority.

All pre-scheduled leave requests entered after the reopening of leave requests, roughly the first full tours after January 1<sup>st</sup> of each year and opened by the corresponding Scheduling Chief, will be approved on a first-come/first-served basis, regardless of seniority. If multiple requests are received for the same date, the request entered into Telestaff with the earliest date/time stamp will be given priority. The Scheduling Chief for each shift will approve pre-scheduled leave at least two tours in advance.

### **Ongoing Pre-Scheduled Leave**

All pre-scheduled leave requests must be entered into Telestaff at least 96 hours prior to the requested date(s), and must be taken in whole hour increments. Up to five operations personnel may be authorized pre-scheduled leave at any given time.

### Partial Shift Pre-Scheduled Leave

Any pre-scheduled leave request must be entered for five (5) hours or more in one (1) hour increments. Leave less than five (5) hours will be approved *only* if a rover is available to cover the position. Partial shift Leave requests may be entered into Telestaff at any time, but will be approved the morning of the requested date (after all Full Shift Leave is covered).

### Full Shift Pre-Scheduled Leave

Any pre-scheduled leave request five (5) hours or more will count toward the maximum of five members, and will be covered. If a member is approved for less than 24-hours of leave, the remainder of that 24-hour block is available for other members to use – as long as the two leave time periods do not overlap.

In the event that a member is transferred from one shift to another as part of an administrative staffing change (involuntary), that member may obtain leave approval within the same time frame, regardless of the number of personnel already scheduled off, if they notify their new Scheduling Chief within 10-days of the effective date of their transfer. However, if the shift transfer is at the request of the member (voluntary), that

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member will forfeit any pre-approved leave and must submit new leave requests into Telestaff without receiving any priority.

**Cancellation**

Any member wishing to cancel pre-approved leave must contact the Scheduling Chief at least 96 -hours prior to the leave date(s).

**Supplemental Holiday Leave**

Based on the availability of replacement staffing, the Fire Chief may authorize additional leave on Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, and/or any other recognized City holiday. The Fire Chief may authorize these additional leave requests at any time before the given holiday.

**Union Release Time**

Union release time (URT) may be charged for any meeting requested by the representing labor group, during their regular work shift, for discussions with, but not limited to, the Mayor, Council Members, City Manager, City Attorney, Department Directors, Managers, Supervisory employees, employees covered by the PFFA Agreement, Association officials, or other approved labor activities.

All union release time (URT) must be authorized by the Peoria Union Chapter President (or designee) and the Scheduling Chief, will be taken in one-hour increments, and is constant staffed hour for hour when relief is available. All requests for URT leave must be entered into Telestaff in a suitable time and if the day of must be called in to the Scheduling Chief. Union release time is not counted toward the five-person maximum pre-scheduled leave allowed at any given time.

**Absence with Relief (AWR):**

AWR's (shift trades) are designed to allow shift members a means of obtaining additional time off in the absence of sufficient vacation leave and/or to allow additional employees off without creating overtime.

AWR's are considered a privilege, and are subject to the approval of the member's supervisor and/or the Scheduling Chief or designee. Member's AWR privilege may be revoked or suspended for just-cause (i.e. violation of MOU, policies, Code of Conduct,

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or unforeseen scheduling conflicts). Probationary members are not eligible for AWR privileges during the initial six months of his/her probationary period. After that time, these members shall be limited to no more than four (4) AWRs until successful completion of probationary period, unless authorized by the Deputy Chief of Operations or Battalion Chief.

Two (2) members, within the same classification, or who can work within the same classification, may be granted the opportunity to exchange work shifts (AWR) in conformance with the following criteria:

- The trade will not conflict with training requirements or other company projects.
- AWR's shall not cause relatives to be assigned to the same company or result in the direct supervision of one relative by another (i.e. Chief Officer and Captain, Captain and engineer/firefighter).
- Replacements will possess all of the specialties required for both positions. Specialties include ALS, TRT, RSB, and HAZ certifications. It is the responsibility of the employee to ensure their replacement meets all qualification requirements for both the initial and payback trades. This also applies to specialty rovers.
- No member will receive working out of class (WOOC) pay for an AWR initiated with a member of another classification (i.e.; firefighter & engineer, etc.). Members will only receive working out of class pay (WOOC) if assigned to a WOOC position while performing an AWR for a member of the same classification.

**Procedure for initiating an AWR**

AWR requests shall be submitted through the Telestaff calendar system. Members shall also seek verbal authorization from their Captain prior to submitting the request. AWR requests must be submitted through Telestaff at least 96 hours prior to the scheduled date, otherwise the initiating member must call in to a Scheduling Chief for approval prior to the desired date.

It is the responsibility of both members to check Telestaff for AWR approval prior to the scheduled date. AWRs not approved will be removed from Telestaff by the Scheduling Chief.

<p><b>Standard Operating Procedure</b></p> <p><b>LEAVE MANAGEMENT</b></p>	<p><b>PEORIA FIRE-MEDICAL DEPARTMENT</b></p> <p><b>Administration</b></p> <p><b>101.04</b></p> <p><b>Rev. 11/27/2019</b>      <b>Page 5 of 6</b></p>
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Once approved, the scheduled employee retains ultimate responsibility for shift coverage. Failure of the scheduled member to provide relief may result in discipline consistent with the City of Peoria Administrative Regulation 61.2.36 and suspension of their AWR privileges. The Fire department will not be responsible for compensating replacement members for an initiating member's failure to notify their trade partners.

Members who fail to work a scheduled AWR will be charged appropriate absent leave for the hours.

The Scheduling Chief or a designee shall have final approval authority for all AWR requests. Given exceptional circumstances, the Scheduling Chief may waive the 96-hour approval period or approve AWRs above the maximum allowed.

**Sick Leave**

Sick leave is provided to allow employees to get proper care during periods of personal or family illness, as well as to attend preventative medical appointments, without the added issue of an undue financial impact. Fire Department members are expected to use sick leave responsibly.

The Fire Chief or a supervisor may require a physician's statement if sick leave is taken, either for illness, injury or routine preventative appointments. All medically related paperwork will be submitted directly to the Human Resources Department and the information contained will be protected in accordance with Health Insurance Portability and Accountability Act (HIPAA). Abuse or inappropriate use of sick leave is cause for disciplinary action.

A supervisor may require an eligible employee to leave work and be placed on appropriate leave when he/she reasonably believes that the employee is unable to satisfactorily perform his/her job duties and/or may endanger the health of other employees or the public due to sickness, injury, and/or a risk of spreading infection.

All personnel who experience an extenuating circumstance (i.e., injury, serious illness, family illness, etc.) should notify their direct supervisor immediately. Personnel should also consider using FMLA leave in accordance with PAR Section 4.

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### Reporting Procedures

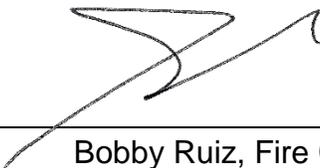
The following provisions apply to 56-hour personnel:

- **Prescheduled Sick Leave:** When possible, any member planning prescheduled sick leave should enter it into Telestaff 96-hours before their scheduled workday.
- **Same-Day Sick Leave:** Any member needing to call-in sick or injured must use Webstaff or call Telestaff before 0600 hours on their scheduled workday. For scheduling purposes, after 0600, the employee must contact the Scheduling Chief by phone.
- **Sick Leave after Reporting for Duty:** Any member leaving due to unscheduled sickness or injury must contact their immediate supervisor prior to leaving, who will coordinate relief with the on-duty Scheduling Chief.

The following provisions apply to 40-hour personnel:

- **Prescheduled Sick Leave:** When possible, any member planning prescheduled sick leave should enter it into Telestaff 24-hours before their scheduled workday.
- **Same-Day Sick Leave:** Any member needing to call-in sick or injured must use Webstaff or call Telestaff before 0600 hours on their scheduled workday. For scheduling purposes, after 0600, the employee must contact their supervisor by phone. If the immediate supervisor is not available, the employee shall contact the division clerical support or leave a message on the supervisor's voice mail.
- **Sick Leave after Reporting for Duty:** Any member leaving due to unscheduled sickness or injury must contact their immediate supervisor prior to leaving.

Approved:

  
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 Bobby Ruiz, Fire Chief

12/03/2019

\_\_\_\_\_ Date