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**Ocean City Fire Department**  
**Standard Operating Guidelines**

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## General Policies

Subject: Leave Approval  
Revised: 10-15-2019  
Effective: 03-12-2020  
Approved: 02-01-2020  
Section: 206.00

### 206.01 Purpose

To provide Fire/EMS Division policy relative to leave request and approval.

### 206.02 Policy

- A. Vacation and holiday selection will be on a seniority basis within the individual lettered shifts A, B, C or D: when the vacation calendar is circulated, for those below the rank of Battalion Chief.
- B. Personnel will select vacations and holidays under the guidelines of this policy when it is their turn. There will be no waiting period.
- C. Personnel who will be absent during the vacation/holiday selection period shall notify their Battalion Chief of their preference of vacation and/or holiday time.
- D. The request for leave will be entered into the computerized scheduling system for Command Staff review for final approval.
- E. The Town of Ocean City Leave Request Form must be filled out for each shift or part of shift that is requested off and will define which category of leave will be utilized. This will be forwarded into the on duty Command Officer when requests are taken.
- F. Notification of approval or denial will be entered into the computerized schedule by a Command Officer, and a copy of the vacation/holiday request form will be returned to the employee to verify that the request has been approved or disapproved.
- G. No more than two (2) Field personnel below the rank of Battalion Chief may request off per day during any of the following operational periods: 0700-1900, 1900-0700, and/or 0700-0700
- H. Only one Lieutenant may request off per operational Period 0700-1900, 1900-0700, and/or 0700-0700
- I. All leave requests must be made 7 days in advance and shall be submitted to the on duty Command Officer for approval. The conditions of SOG 211.0, Emergent Relief from Duty, may be utilized within the 7 day time frame.
- J. Effective 1 October 2012, the use of all scheduled leave hours must be a minimum of 4 hours or at the discretion of the OIC.
- K. All vacation/holiday requests will be forwarded to the officer responsible for scheduling for approval.

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- L. The Fire Chief or Fire/EMS Command Staff has the authority to decline any vacation/holiday/ personal leave requests, no matter the number of Field Personnel off in an operational period in order to provide adequate staffing to the Town of Ocean City, MD.

### 206.03 Procedure

- A. All available leave selections will be posted for the next scheduling interval. Unavailable dates will be marked in red, and specific employees will be posted in red if applicable.
- B. During the first leave selection an individual may select up to ninety six (96) hours of leave. This may be in any combination of 12 and/or 24 hour shifts.
- C. All leave requests must reflect an hour per hour utilization for scheduling and payroll. Examples: 12 hour shift request will use 12 hours of leave, 24 hour shift will use 24 hours of leave.
- D. After the first selection is complete, in that each member of the shift has had an opportunity to review and complete their choices, selections for an additional 96 hours may be completed.
- E. If a member doesn't know what days that he/she wishes to request off, they may forfeit their position for vacation and the list is passed to the next member on the seniority list.
- F. No member of a shift may hold on to the master calendar for more than 24 hours.
- G. Leave selection will begin July 1st, to be completed by August 1<sup>st</sup>, for the October 1<sup>st</sup> through September 30<sup>th</sup> schedule interval.
- H. All personnel must be sure that their names are on a seniority list with their Battalion Chief.
- I. The Battalion Chief will forward all completed leave requests to the assigned Command Officer or designate, for approval and scheduling.
- J. It is the member's responsibility to keep track of earned leave time and when to use such time before expiration. Human Resources will not send a letter advising that you have exceeded your accumulated leave, and their computer program will automatically deduct excess leave.
- K. Members can carry over the maximum number of vacation and holiday hours in accordance with the Town of Ocean City Personnel Policies Governing Classified Employees.