
**Ocean City Fire Department
Standard Operating Guidelines**

General Policies

Subject: Leave Approval
Revised: 08-24-2022
Effective: 10-26-2022
Approved: 09-28-2022
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 and final approval.
- E. 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
- F. Only one Lieutenant may request off per operational Period 0700-1900, 1900-0700, and/or 0700-0700 per day.
- G. All additional leave requests must be made after the vacation calendar has been circulated, and shall be made 7 days in advance. These additional requests shall be made using the computerized scheduling system and submitted to their respective Battalion Chief for approval. Notification of approval or denial shall be completed through the computerized scheduling system and shall be in accordance with 206.02 G and H as outlined above. The conditions of SOG 211.0, Emergent Relief from Duty, may be utilized within the 7 day time frame.
- H. All vacation/holiday requests will be forwarded to the member's respective Battalion Chief for approval or denial.
- I. 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.

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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 no later than July 1st, to be completed by August 1st, for the October 1st through September 30th 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 approve all leave requests and enter into the computerized scheduling system.
- 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.

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