

ESCAMBIA COUNTY FIRE-RESCUE

Standard Operating Guidelines

1110.030

Sick Leave

Implemented: 08/01/04

Revised: 12/18/2018



Paul Williams, Fire Chief

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PURPOSE:

At times, personnel may need to utilize available sick leave. Sick leave request must be made as far in advance as possible to ensure that adequate personnel can be scheduled to cover vacancies.

OBJECTIVE:

To provide personnel with a policy that outlines the correct method for requesting sick leave.

SCOPE:

Career Personnel

SICK LEAVE

Sick leave will be accrued and carried as prescribed by Escambia County Policy or the CBA.

REQUEST FOR LEAVE

Request for sick leave shall be made as far in advance as possible. Initial contact for a sick leave request must be made by telephone to the on-duty assigned Battalion Chief, prior to any member using sick leave. After voice contact, the member may be asked by the on-duty assigned Battalion Chief to send a text message as a reminder. Request must be made directly to the on-duty assigned Battalion Chief no later than one and one-half hour prior to any scheduled shift in Telestaff. If personnel are unsuccessful in contacting the on-duty assigned Battalion Chief, they shall contact the other on-duty Battalion Chief. If both on-duty Battalion Chiefs are unavailable, leave a voicemail message. Sick leave hours will be taken from personnel's sick leave balance only, and no other leave may be utilized in its place without the authorization of the Fire Chief.

When personnel request sick leave during a duty shift, unless authorized by the on-duty assigned Battalion Chief, they shall remain on-duty until covering personnel report to the company.