



**CALVERT COUNTY GOVERNMENT
GUIDELINE/POLICY/PROCEDURE**

TITLE:	1.3-Call-Offs		
ISSUED BY:	Department of Public Safety/Career EMS		
RESPONSIBLE STAFF:	Division Chief Barry Contee		
ISSUE DATE:	12/11/2019	REVISION DATE:	
PURPOSE:	To establish general procedures governing call-offs		
APPLICABLE TO:	All Field Clinicians		
ATTACHMENTS:			

<input type="checkbox"/> GUIDELINE	<input checked="" type="checkbox"/> POLICY	<input checked="" type="checkbox"/> PROCEDURE
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This document needs to be reviewed/updated:

<input type="checkbox"/> Annually <input type="checkbox"/> (Fiscal Year) <input type="checkbox"/> (Calendar Year)	<input type="checkbox"/> Other Interval:		
	<input checked="" type="checkbox"/> As needed	Flag for review on:	

I. Purpose

To establish general procedures governing call-offs unrelated to illness or injury. This policy is independent of the policy/procedures regarding sick leave.

II. Definitions

Approved Leave- Absence from your scheduled shift that has been pre-approved

Call-Off- Notification to the Supervisor that you are unable to fulfill your scheduled shift that is not previously approved by a Supervisor.

III. Policy

This policy does not apply to call-offs related to sickness or injury. Those circumstances are covered under the Sick Leave policy.

In the event of a call-off unrelated to sickness or injury, employees will be charged the appropriate amount of leave hours against either personal leave, annual leave, or compensatory time.

If an employee does not have any leave hours available, time off will be considered “leave without pay”

Per Chapter 86, Part 4:

“Employees must receive prior approval from their Supervisor or designee, as appropriate, before using their leave. Leave is not a right but a privilege, and shall be approved or disapproved, based upon the operations and work load of the department, employee's leave record, and in consideration of the leave requests from other employees. If the County has not acted on a request in advance of the date the leave is to begin, it does not constitute approval. The employee must use other approved leave, change his plans, or be placed in an absent without leave status and subject to disciplinary action”

Specifics of leave types and use can be found in Chapter 86, Part 4.

IV. Procedure

The employee must notify the On-Duty Supervisor as soon as possible upon realization they will not be able to report for their scheduled shift. Less than 1 hour notice will be considered a “no call, no show” and will be subject to follow up by the chief of CEMS.

All notification must be done via a phone call or in person to the On-Duty Supervisor to the Supervisor’s assigned County cell phone. Text message or notification via the Supervisor’s personal cell phone will not be accepted. The employee calling-off will advise the reason for their inability to report as scheduled.

The employee will enter their leave request in Executime, indicating the type of leave they are requesting to use and the number of hours. Approval of leave will at the discretion of the Supervisor.