



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

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|---------------------------|--|-----------------------|-----------|
| TITLE: | 1.9-Use of Leave | | |
| ISSUED BY: | Kenneth Miller II, Chief | | |
| RESPONSIBLE STAFF: | All Merit Employees | | |
| ISSUE DATE: | 4/26/2022 | REVISION DATE: | As Needed |
| PURPOSE: | To establish a policy regarding how and when leave will be authorized. | | |
| APPLICABLE TO: | All Merit Employees | | |
| ATTACHMENTS: | | | |

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

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

I. Purpose

- II. To establish procedures for emergency medical services personnel to request leave.

III. Definitions

Minimum staffing needs is defined as sufficient staff to cover all county apparatus, call volumes, and emergency holdovers and call backs.

IV. Policy

Per Chapter 86, leave heretofore referred to as "time off", is an authorized absence during regularly scheduled work hours that has been preapproved by the proper authority. Time off requests may be authorized with or without pay in accordance with the work requirements of the County and the available leave an employee has accrued.

1. Employees requesting time off must submit a Time Off Request via Executime
2. For time off requests utilizing annual leave, compensatory leave and personal leave:
 - a. Time off requests will be considered on a first come, first serve basis. Consideration will be given to the amount of leave used in the last 12 months.

- b. Time off requests must be made, with the exception of sick leave, at a minimum, 30 days in advance.
 - c. Time off requests will be accepted as far out as 6 months in advance.
 - d. No more than 2 personnel may be granted time off for the same calendar day. Vacant assignments and employees who are off on workers compensation, FMLA or training will not be included among this daily maximum limit.
 - e. Once the shift(s) referenced on the time off requests have been filled, the time off request may not be rescinded, except for the following reasons:
 - 1. The employee requested time off for training and it was cancelled
 - 2. The employee requested time off for a medical appointment or procedure and it was cancelled
 - 3. The employee requested time off for court and the court date was cancelled or rescheduled
 - 4. Assigned employee agrees to relinquish the shift
 - 5. A written request reviewed by the Chief on a case by case basis.
 - f. Operations may deny leave based on the overall mandatory minimum staffing levels in the County. Minimum staffing needs is defined as sufficient staff to cover all county apparatus, call volumes, and emergency holdovers and call backs.
 - g. Employees assigned to a rotational schedule may not request more than 3 consecutive shifts off in a row.
 - h. An employee utilizing annual, compensatory or personal time may be given an exception on a case by case basis, however they must find their own coverage in the following situations:
 - 1. If the daily maximum of allotted leave has been reached.
 - 2. If the employee is requesting leave for a class or function that was not approved or sponsored by the department.
3. For time off requests that are made for an employee to attend approved trainings, meetings or other administrative duties:
 - a. Employees are responsible for submitting a time off request or shift swap (trade?) for any approved hours that conflict with a scheduled shift.
 - b. If the time off request is submitted less than two weeks prior to the date in question, the employee is responsible for either finding coverage or will be required to work the shift.
 - c. Time off requests for training must be entered by the employee and will not be approved until the training has been approved by the Training Officer.
 4. Due to difficulty in covering vacancies on holidays, time off for major holidays will only be accepted if suitable coverage has already been secured. Major holidays have been identified in Chapter 86 as:
 - a. New Year's Day
 - b. Good Friday
 - c. Memorial Day
 - d. Independence Day
 - e. Thanksgiving Day

- f. Day after Thanksgiving
 - g. Christmas Day
5. Any time off may be denied or cancelled by Operations if:
- a. The maximum number of employees permitted off (2) has already been reached.
 - b. A suitable substitute/ replacement could not be found or assigned.
 - c. Time off requests were not made within the appropriate time frame.
 - d. Major events in the County warrant the cancellation of leave.
 - e. The County Operations and Administration holds the right to deny any leave as outlined in Chapter 86 .