



Virginia Beach Department of Emergency Medical Services



## HUMAN RESOURCES

### LEAVE POLICY - NON-UNIFORM PERSONNEL

**PURPOSE:** To provide additional procedures beyond those established by the Department of Human Resources for the administration of leave and changes in work status.

**APPLICABILITY:** This policy shall apply as specified to non-exempt 40-hour non-uniform personnel of the Department of Emergency Medical Services.

### LEAVE CLASSIFICATIONS

Staff members will comply with the various leave types and procedures outlined in Section 3 of the Human Resources Policies Manual.

### REQUESTS FOR LEAVE (40 HOUR NON-UNIFORMED)

All requests for leave will be submitted to their immediate supervisor for recommendation. Once recommended by their immediate supervisor the departmental leave request will be forward to the Deputy EMS Chief for approval.

With the exception of sick leave, leave is approved only when the Deputy EMS Chief or designee approves such leave. All leave should be planned and submitted as far in advance as possible. Consecutive leave dates within the same pay period will be submitted on one leave card. Furthermore, annual leave will not be approved or disapproved greater than 90 days from the date of the first day of leave.

### ADJUSTMENT OF WORK SCHEDULE

In lieu of taking leave, non-exempt, non-uniformed members may adjust their schedule. The option to adjust work hours shall be considered a privilege. As such, this privilege may be suspended on an individual basis upon written notification from a supervisor within the member's chain of command.

- Probationary employees may not participate in the adjusting of hours work during their first six months of employment.
- It is the responsibility of the member requesting the adjustment of work hours that all work and duties are satisfied before adjusting such hours.
- Adjusting work hours must be done within the workweek. Failure to provide such adjustment within the workweek will require the utilization of some sort of acceptable personnel leave.
- This adjustment must be approved by the immediate supervisor and documented on the employee's weekly time sheet. For inner-office coordination, adjustments should also be noted in the member's Outlook work schedule calendar.
- Statements by e-mail or on the personal or departmental calendars indicating a member is "out of the office", "at an appointment", private appointments etc will be assumed as the member is still on the clock. If other than "off" is noted on the schedule for a member, the immediate supervisor or other supervisory personnel may inquire a member's whereabouts, current job task and function and your estimated time of return to the office or other work location.
- Supervisors will ensure continuous coverage is maintained for specialty positions or departmental tasks (i.e. phone duty, P.I.O. coverage and payroll duties, etc.). The needs of the Department will have priority in supervisor decision-making.

## **TEMPORARY DUTY ASSIGNMENTS**

Temporary duty assignments (TDA) take members away from their normal duty assignments. Approval depends upon the needs of the department, individual, division assigned, and staffing.

All TDA requests require submission at least 60 days prior to the date requested. Short notifications may occur from time to time; however, these approvals will be based upon need, availability of leave, and the importance of the desired TDA. Division managers are responsible for reviewing and approving/denying TDA requests.

This policy shall become effective upon the approval of the Chief of Emergency Medical Services.

**APPROVED:**

*Bruce W. Edwards* 1/6/2015

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**EMS Chief**

**Date**

**Originated**  
8/27/2004

**Revised**  
12/22/2014