



Virginia Beach Department of Emergency Medical Services



HUMAN RESOURCES

LEAVE POLICY – UNIFORMED 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 to career Emergency Medical Technicians assigned to rotating shifts in the field.

GENERAL LEAVE MANAGEMENT

All personnel should refer to Virginia Beach Department of Human Resources Policy Section 3 (Leave) for general guidance on leave definitions and procedures. This section covers all types of leave including annual leave, compensatory leave, flexible holidays, etc.

To request leave, a member must submit an official Request for Leave Form to the member's immediate supervisor. The supervisor will forward the request via the chain-of-command to the EMS Headquarters. Completed slips will be filed with the Department's payroll account clerk with appropriate member copies returned via the chain-of-command in reverse.

Disapproved requests will be returned to the member.

Members will not earn comp time or overtime pay from the City of Virginia Beach while on scheduled leave (annual, comp, birthday, and flex).

All career Emergency Medical Technicians are considered Alpha 1 employees by the City of Virginia Beach. As such, they are subject to recall in the event of a citywide emergency (i.e. hurricane). This recall can include cancellation of all approved leave.

LEVELS OF APPROVAL

Leave for Medics will be approved by the supervising Captain.

Leave for Captains, Brigade Chiefs and Division Chiefs shall be approved by the supervising Chief.

The Deputy Chief(s) reserve the right to review leave requests for any member at any level.

LEAVE CATEGORIES

Three categories of leave are assigned to each shift:

- **Category One (Annual Vacation)**
 - Two slots per shift (day/night) will be designated as Category One until annual vacation scheduling is complete.
 - There are no Category One slots available during Memorial Day, and Labor Day Holiday weekends starting with the Friday evening shift for that weekend and ending 0600 the morning following the actual holiday date.
 - There are no Category One slots available on July 4th. When July 4th falls on a Friday, Saturday or Sunday there are no Category One slots available starting with the Friday evening shift for that weekend and ending 0600 on Monday.
 - All Medics and Captains are included in the Category One positions.
 - Requests for leave by Command Duty Officers are not included in Category One Leave considerations. Continuous Shift Commander Coverage will be coordinated by the Deputy Chief of Operations.
 - Both Shift Captains from the same shift may not take Category One leave at the same time without approval of the Division Chief of Field Services.
 - The annual Category One approved leave calendar will be posted no later than December 1st.
 - All unused Category One leave slots will revert to Category Two slots once the vacation calendar is posted unless otherwise limited by the terms of this policy.
- **Category Two (Short-term Leave)**
 - Leave slots remaining after Category One leave scheduling is complete will be designated as Category Two.
 - Additional leave slots that will be designated as Category Two may be authorized at the discretion of the Division Chief of Field Services.
 - There are no Category Two slots available during Memorial Day and Labor Day Holiday weekends starting with the Friday evening shift for that weekend and ending 0600 the morning following the actual holiday date.

- There are no Category Two slots available on July 4th. When July 4th falls on a Friday, Saturday or Sunday there are no Category Two slots available starting with the Friday evening shift for that weekend and ending 0600 on Monday.
 - Only two leave slots (Category One or Two) are authorized on all other City holidays. The Division Chief of Field Services may approve additional leave slots based on staffing levels.
 - Continuous Command Duty Officer coverage will be coordinated by the Deputy Chief of Operations.
 - Sick leave, funeral leave or other unplanned events immediately fill any vacant Category Two slots.
 - Once two members are assigned to leave or temporary duty assignment (TDA) status during a shift, no further scheduled leave slots may be authorized prior to the start of the shift without approval of the Division Chief of Field Services. Staffing levels will be the primary consideration when making this decision.
 - Once a shift starts, the on-duty Command Duty Officer has the authority to allow an additional member to take leave regardless of the number of members already on leave. Staffing levels will be the primary consideration when making this decision.
- **Category Three (Vacancies)**
 - There will be circumstances where shifts are short-handed due to vacancies or long-term medical situations.
 - The Division Chief of Field Services has the right to reduce the number of available Category Two leave slots due to staffing shortages.
 - TDA assignments may also be eliminated in favor of Category Three slots or general staffing shortages.

REGARDLESS OF CATEGORY AND DATE OF REQUEST, ANY AND ALL LEAVE MAY BE INVOLUNTARILY CANCELLED IN THE EVENT OF AN EMERGENCY OR RECALL.

REQUESTS FOR LEAVE

ALL LEAVE REQUESTS MUST BE ACCOMPANIED BY A LEAVE SLIP AT THE TIME OF THE REQUEST. A member must have accrued leave balance to cover

the requested leave at the time of the request unless exempted by the Division Chief of Field Services.

Approved requests for leave will be entered on the master AB/CD schedule which is to be made available to all uniformed staff members.

Category One Procedures

- Members shall apply for Category One positions with their supervising Shift Captain during the period of November 1-15.
- Request dates must fall in the next calendar year and be at least 36 consecutive working hours in duration.
- Members may submit multiple requests and indicate their priority order in case he/she does not receive approval for the first dates of their choice. However, only one request per member may be awarded in this process.
- Shift Captains will meet to develop the calendar year schedule based on the leave requests. No leave request will be approved until reviewed by both the supervising Shift Captain and Division Chief of Field Services. The Shift Captains Category One leave recommendations will be forwarded as a packet to the Division Chief of Field Services no later than November 21st. Recommendations for approval will be forwarded
- Priority ranking for leave slots will be based on time of receipt of request. In the event of a tie, seniority and the length of the request will be considered. If all factors are equal, a lottery process will be conducted.
- The Division Chief of Field Services will review and approve the Category One leave calendar.
- Members will be notified of approval/disapproval status no later than December 1st.

Category Two Procedures

- Members may request Category Two leave slots during any period two working shifts to 90 days in advance of the start of leave. Consecutive leave dates within the same pay period will be submitted on one leave card.
- Shift Captains will approve or disapprove all Category Two leave
- Approval/disapproval must occur within two working shifts following the date the request is filed.
- In the event a leave slot is not available and leave is denied, the member has the option to have the request remain active for later consideration in the event an opening becomes available. Standby leave requests expire 48 hrs prior to the date requested.

- Members denied a leave slot may utilize the Department of EMS Trade Policy if approved by the supervising Shift Captains.

MINIMUM STAFFING

It is the responsibility of each Shift Captain and Command Duty Officer to maintain adequate staffing of all units during his/her shift.

A full-time Command Duty Officer, Shift Captain and at least one (1) supporting career Field Supervisor must be on duty at all times. This additional supervisor may be a Shift Captain or medic acting in that capacity. An additional on duty volunteer Field Supervisor is desired, but not required.

When severe staffing shortages are projected via the centralized schedule, the Division Chief of Field Services is empowered to freeze vacant leave slots of any category. A staffing shortage alert published by the Department Scheduling Officer 48 hours prior to the shift will be an automatic trigger to freeze leave availability.

VOLUNTARY LEAVE CANCELLATION

Leave cancellations will be accepted up to 0545 hours and 1745 hours of the granted leave date by submitting a cancellation card to the assigned Shift Captain. Part or all of an approved leave period may be cancelled.

If a member wishes to resubmit any portion of the canceled leave, he/she shall follow the leave granting criteria listed in this policy.

SICK LEAVE

The member must call their supervising on duty Shift Captain and specifically advise whether he/she will be out on sick or family sick leave no later than one hour prior to the start of their next scheduled work shift. Earlier notification is encouraged.

Sick and sick family leave cancellation requires no notification; however, as a courtesy, earliest possible notification should be given to their supervising Shift Captain if the member expects to return to work during the shift.

The Shift Captain of the member calling in sick is responsible for assuring that all required leave slips and associated documentation are submitted promptly upon the member's return to work.

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 ultimately staffing.

All TDA requests require submission at least 10 days prior to the date requested. Short notifications may occur from time to time; however, these approvals will be limited to the above referenced criteria and the importance of the desired TDA.

Temporary duty assignments have the equivalence of Category Two leave. A leave request will be used as the place holder for the event and the dates shall be recorded on the master leave calendar in the same manner as other types of scheduled leave. At the conclusion of the assignment, the supervising Shift Captain will file or otherwise dispose of the leave request.

The Division Chief of Field Services will approve or disapprove TDA requests from shift personnel based upon the following criteria:

- Training related to an individual's current assignment and rank.
- Departmental mandatory training and supported activities such as ALS, training, appointments to promotional processes, mandated programs and meetings, etc.
- Other activities, such as EMS service related conferences, seminars and additional training which the department and Division Chief considered relevant to an individual's career.
- Staffing

The Division Chief of Field Services reserves the right to retract a TDA assignment due to emergent staffing limitations. Likewise, he/she reserves the right to authorize additional members to be assigned TDA slots even when two members are already scheduled for leave.

ORDERED:



08/07/2018

EMS Chief

Date