

**STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES**

ARTICLE: C-21
SECTION: Operations
DATE: 11/13/13 Revision
SUPERSEDES: 10/12/1999 4/30/2009/
TITLE: LEAVE APPROVAL TIMELINE & CANCELLATION OF LEAVE

The timeline for time off requests for all types of leaves must be properly approved to insure adequate staffing levels. The following will be SCFPD's policy for approval of those requests. It is the employee's responsibility to satisfy these timelines.

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|------------------------|---|
| Vacation/Holiday Leave | Must be approved at least six days prior to time off. Leave authorization must be completed prior to time off. Leave time not adhering to the six day minimum <u>may</u> be granted by the Duty Chief, on a case-by-case basis, with no mandate. |
| Administrative Leave | Must be approved at least six days prior to time off. Leave authorization must be completed prior to time off. |
| Sick/FMLA Leave | Must be approved no later than 0600 hours of duty day or prior to time off. FMLA per Federal/State guidelines. Leave authorization must be completed on first day back to work, prior to starting work duties. |
| Bereavement leave | Verbal approval * of Duty Chief prior to taking the time off. Submit leave authorization on first day back to work, prior to starting work duties. |
| All other leaves | Must be approved prior to actual time off taken. Leave authorization must be completed prior to, or first day back to work, prior to starting work duties. |

- This prior approval is to allow the Duty Chief to verify the family member is eligible under SCFPD policy. Refer to the appropriate SCFPD Employee Memorandum of Understandings, Article X - Bereavement Leave.

CANCELLING OF APPROVED TIME OFF

The proper procedure for canceling approved time off shall be as follows: Notify the Duty Chief as soon as possible. A written request to cancel the day off shall be submitted on a SCFPD "Time Off Request" form. The form shall be completed as would any time off request; however, it must have the word "Cancelled" printed in large, bold letters across the top of the form. The employee canceling the day off must sign this form.

If an employee has scheduled Annual Leave and there was overtime hired back to fill that open position created by the annual leave then that employee shall not be allowed to cancel their Annual Leave.

Once overtime has been hired, Employees will not be allowed to cancel leave time

If said employee had scheduled Annual Leave and it did not require filling their position with overtime, they will be allowed to cancel their Annual Leave at any time prior to the beginning of that shift(s).

Written By: _____

X  _____

Michael Wapnowski
Deputy Chief