



# Carroll County Department of Fire & EMS

<b>Standard Operating Procedure: 2.08</b>	<b>Effective Date: June 8, 2023</b>
<b>Subject: Leave Administration</b>	<b>Section: Human Resources</b>
<b>Authorized: Chief Michael Robinson</b>	<b>Revision Date: N/A</b>

## I. PURPOSE

Carroll County Department of Fire & EMS shall provide appropriate programs and controls for the management and use of leave

## II. DEFINITIONS

A. Department – Carroll County Department of Fire & EMS

## III. PROCEDURES

A. The following types of leave are provided and specifically defined and regulated by the Carroll County Code of Public Local Laws and Ordinances or Department of Fire & EMS policies:

### 1. Holiday Leave

- a. The County Commissioners shall establish a schedule of holidays on an annual basis.
- b. Non-exempt DFEMS employees shall be paid for the established holidays at a rate of 8.5 hours straight time rate.

### 2. Annual Leave

- a. Accrual rate will be in accordance with the Carroll County Code of Public Laws and Ordinances.
- b. An employee may carry a maximum of 510 hours forward from one fiscal year to the next. The fiscal year ends on the last full pay period in June each year.
- c. Annual leave shall be submitted at least one shift (72 hours) prior to the leave date by 1900 hours to the shift commander for approval.
- d. Annual leave will be granted based upon availability in the following leave blocks:

1. 07:00-11:00
2. 11:00-15:00
3. 15:00-19:00

4. 19:00-23:00

5. 23:00-07:00

e. Shift Commanders and Staff employees have the authority to approve the use of unscheduled leave based upon the needs of the department.

### 3. Sick & Safe Leave

a. Accrual rate will be in accordance with the Carroll County Code of Public Laws and Ordinances.

b. Employees may carry an unlimited number of sick & safe leave hours forward from one fiscal year to the next

c. Usage of sick & safe leave shall be in compliance with Carroll County Code of Public Laws and Ordinances and Department Policy

d. Except in emergencies, notification of illness or injury that would prohibit an employee from being at work will be accomplished as early as possible, but not less than two hours prior to the time the employee is schedule to report for duty, assignment, or detail.

e. An employee shall notify the on-duty Shift Commander to request usage of sick & safe leave.

f. Sick & safe leave may be used in the same leave blocks as established in annual leave.

g. Employees who are sent home due to an infectious disease or are considered to be infectious or sick, shall use sick & safe leave.

h. Employees assigned to field operations who use more than two (2) consecutive workdays of sick & safe leave must submit the Illness/Injury Validation form from a physician or other licensed medical practitioner upon their return to work. Employees assigned to non-shift work, who use more than four (4) consecutive workdays of sick & safe leave must submit the Illness/Injury Validation form from a physician or other licensed medical practitioner upon their return to work.

i. For pre-approved sick & safe leave usage, the employee shall provide documentation of the anticipated duration, the inability for the employee to perform job duties, and anticipated return to work date.

j. Employees may be required to receive clearance from occupational medical provider prior to returning to work.

k. If sick & safe leave abuse is suspected, an employee shall be contacted and advised that the Injury/Illness Validation form will be required for future sick leave usage regardless of hours or shifts used.

i. Patterns of such abuse may include, but not limited to:

a) Use of sick & safe leave prior to or immediately after a shift of approved leave.

b) Use of sick & safe leave after annual or personal leave has been denied or the employee is on a leave wait list.

c) Sick & safe leave prior to or after a holiday.

d) Use of sick & safe leave when an undesirable assignment, training, special project or detail is scheduled.

l. Employees requiring sick & safe leave for routine medical appointments are expected to schedule those appointments for days off work when possible. An employee who has prior knowledge of a need

for sick & safe leave will inform their supervisor in advance so that changes to work schedules may be requested and approved as needed.

- m. Upon separation of county employment, the county will not compensate the employee for any unused sick & safe leave.

4. Personal Leave

- a. Usage of Personal leave shall be in compliance with the Carroll County Code of Public Law and Ordinances.
- b. Employees shall submit a request for personal leave under the same procedures as annual leave.
- c. Personal leave may be combined with other types of leave in any combination to allow for a full shift absence.
- d. Personal leave must be used prior to the last day of the last pay period in June of the fiscal year and shall not be carried forward to the next year.
- e. Upon separation of county employment, the county will not compensate the employee for any unused personal leave.

5. Compensatory Leave

- a. Employees who are non-exempt from provisions of the FLSA may choose to receive compensatory leave for each hour worked over their regularly scheduled work hours per workweek.
- b. Non-exempt employees must choose compensatory leave in lieu of paid overtime prior to the performance of any overtime hours. Employees must make their choice in writing on forms provided by Human Resources.
- c. Compensatory leave may be combined with other types of leave in any combination to allow for a full shift absence.
- d. Compensatory Leave shall be earned at the rate of one and one-half hours of compensatory leave for each hour worked over the regularly scheduled work hours per workweek.
- e. Non-exempt employees may accumulate a maximum of 120 hours of compensatory leave.
- f. Compensatory leave may be accrued year to year.

6. Administrative Leave

- a. The purpose of administrative leave is to make an employee whole for the workday. Leave shall be granted based on the individual employee's scheduled workday hours. Employees, including employees on initial probation, shall with supervisory approval, be granted paid administrative leave in accordance with the following:
  - i. Jury Leave
    - a) An employee called for jury duty shall receive jury leave for the period of jury service. If the employee's services are not required as a jury member on any part of the workday, the employee shall report to his or her supervisor for duty. The employee shall remit to the county the per day fee received for jury service for any day in which administrative leave was approved.
  - ii. Subpoenaed Witness
    - a) An employee subpoenaed to appear in a court action, before a grand jury, administrative agency, or for deposition shall receive witness leave for the period

covered by the subpoena. Employees are required to submit appropriate documentation to receive administrative leave award. This does not apply to an employee who is party to the action or who is appearing as a paid witness.

- b) Employees called as a witness that is related to a work-related case will be detailed to court for the time period if scheduled to be working.
- c) Employees who are off duty when required to attend a work-related court proceeding will be compensated one- and one-half hours pay for the period of time needed for court. The employees shall report on duty and off duty time to the Shift Commander.

iii. Military Leave

- a) An employee who is a member of the organized militia, Army, Navy, Air Force, or Marine Reserve shall be granted military leave for military training or operations not to exceed 120 hours per county fiscal year and in accordance with Federal and State laws.

iv. Bereavement Leave

- a) An employee shall receive bereavement leave upon the death of an immediate family member, not to exceed 1 shift unless out of state travel is required. If out of state travel is required, the Director of DFEMS may approve an additional shift of bereavement leave for the employee.
- b) Immediate family member includes the following family members; spouse, parents, stepparents, siblings, children, stepchildren, grandparents, step grandparents, grandchildren, step grandchildren, father-in-law, step father-in-law, mother-in-law, step mother-in-law, brother-in-law, step brother-in-law, sister-in-law, step sister-in-law, son-in-law, step son-in-law, daughter-in-law, step daughter-in-law, or any family member residing with the employee at their time of death.
- c) The Director of DFEMS may approve one shift of leave for the death of non-related household members.
- d) The Director of DFEMS may approve up to 16 hours of bereavement leave to attend the funeral of family members other than immediate family.

v. Emergency Leave

- a) Emergency Leave may be granted by the Director of Fire and EMS on an as needed basis.

7. Leave of Absence without Pay

- a. Leave of absence shall be in compliance with the Carroll County Code of Public Local Laws and Ordinances.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Leave Administration or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.