



HORRY COUNTY
FIRE/RESCUE DEPARTMENT
PROUD * PREPARED * PROFESSIONAL



STANDARD OPERATING PROCEDURE

APPROVED BY, FIRE CHIEF: GARRY ALDERMAN

DATE: September 24, 2011

SOP 405

ATTENDANCE AND LEAVE POLICY

SECTION 1 – PURPOSE/APPLICABILITY

A. PURPOSE

The purpose of this standard is to establish the procedures that will ensure adequate staffing of the stations and equipment utilized by Horry County Fire Rescue on a daily basis.

B. APPLICABILITY:

This procedure applies to all career members of Horry County Fire Rescue.

SECTION 2 – PROCEDURES

1. SCHEDULE

- A. It is the responsibility of the Assistant Chief of Battalion 3 or his/her designee to maintain the schedule through Telestaff on a daily basis.
- B. Work Schedules will be maintained in Telestaff. Access to Telestaff is provided via the station computers and remotely via WebStaff. A link to WebStaff can be found on the HCFR Web site under the “Members Only” section.
- C. Personnel will be placed into an assigned slot on the master schedule. Understanding that due to the nature of the department, and the need to fill vacancies, personnel may be moved from their assigned slot into a vacancy at the discretion of the Assistant Chief or Battalion Chief.

- D. If for any reason a person must be moved from their assigned slot in order to fill a vacancy, the member's assignment on Telestaff will be adjusted. The person making the change is to attempt to contact the member via telephone / answering machine / Text Caster / E-mail to notify them of the change.
- E. Personnel are expected to be in their assigned location prepared to begin work at the time that is designated as the beginning of their respective shift as noted on Telestaff. Failure to do so could result in Disciplinary action in accordance with Horry County Employment Guidelines Section 5.
- F. In the event the on-coming crewmember is not at the station at shift change, on duty employees must notify the On-duty Battalion Chief and stay on the clock until relief arrives.

2. TIME KEEPING

- A. Non-exempt employees are required to clock in and out either via intranet time-clock in accordance with Horry County's Time Clock Policy and Procedures or via an absentee report in circumstances where no intranet time-clock is available.
- B. It shall be the responsibility of the Administrative Assistants assigned to review the Time Edit and Telestaff for the purpose of a Payroll Audit.
- C. Any discrepancies which occur in an employee's time between the Time Edit Report and Telestaff shall be corrected by the employee via Absentee Report.
- D. All absentee reports are to be faxed to the Administration Office immediately upon discovery of a discrepancy, but by no later than 1200 hrs on the Friday prior to payday. For employees who are scheduled to work on the Saturday prior to payday, all absentees are to be faxed to the Administration Office by no later than 0900 hrs on Monday.

3. OVERTIME

- A. Overtime shall be scheduled only in cases where a minimum staffing level cannot be met, or at the approval of the Assistant Chief of Operations in cases of special events/programs.
- B. Overtime should be filled voluntarily when possible. Personnel wishing to be available for overtime shall utilize the ET Sign-up on Telestaff.
- C. Overtime slots will be filled based on the individual's rank and training level.
- D. Once an employee is scheduled for overtime, that shift shall be considered as their regular shift and shall be treated as such relative to reporting to work.

4. KELLY DAYS

- A. In an effort to manage overtime and reduce the financial impact of built-in overtime, the practice of Kelly Days will be utilized.

- B. When personnel are scheduled for 10 shifts in a 28-day pay cycle, one of those days will be scheduled as that employee's Kelly day for cycle.
- C. Kelly days will be assigned for every member of the shift over the course of the 28-day cycle.
- D. No Annual Leave will be allowed during the employee's Kelly cycle. Exception: In an extreme circumstance, the Assistant Chief may approve Annual Leave on a case by case basis.
- E. Kelly Days will be assigned by the Assistant Chief based on the staffing needs of the department in an attempt to maintain minimum staffing levels as determined by the Fire Chief.
- F. Employees may submit their request for their Kelly Day by emailing the Assistant Chief of Battalion 3.

SECTION 3 – PAID LEAVE

1. ANNUAL LEAVE

- A. In order to ensure minimum staffing levels, there will be a limit as to the number of operations personnel allowed to take annual leave on any given day.
- B. Requests will be approved on a first come, first served basis based on available coverage and the needs of the department.
- C. The appropriate Assistant Chief must approve all leave requests that will result in more than the maximum allotted annual leave periods per day.
- D. Requests for annual leave will not be accepted more than 1 yr in advance of the first effected date.
- E. Operations personnel assigned to a 24-hr shift schedule are only allowed to take 15 calendar days consecutively for leave.
- F. Requests for annual leave shall be emailed to the requesting employee's supervisor a minimum of 3 calendar days prior to the requested leave date.
- G. If the request is approved by the employee's supervisor, the supervisor will then forward the request to the Assistant Chief of Battalion 3 for final approval and placement into Telestaff. If the request is denied, the supervisor will reply to the requesting employee the denial via email.

2. SICK LEAVE

- A. The decision to request sick leave rests with the employee's good judgment, which may be based upon the advice of a physician or other licensed health care professional.
- B. Employees shall be allowed to use earned paid leave to attend to the medical needs of dependent children, parents, or spouse. This will count in the record keeping as sick leave.
- C. The use of sick leave is subject to approval by appropriate Battalion Chief. An employee who is absent without such approval is subject to disciplinary action in accordance with Horry County Employment Guidelines Section 5.
- D. Employees must not engage in any activity while on approved sick leave which would prolong or aggravate their illness, injury or other disabling condition. Employees on sick leave must not engage in outside employment or recreational activities without approval of the Chief or appropriate Assistant Chief.
- E. Abuse or misuse of sick leave will subject the employee to corrective and/or disciplinary action(s) as set forth in the Horry County Personnel Policies and Procedures Manual.
- F. Routine medical, dental or optical appointments should whenever possible be scheduled on the employee's days off so as to minimize the disruption of staffing, scheduling and services.
- G. Employees who know in advance that they need to use sick leave for routine physicians appointments, scheduled surgery, etc. and can not schedule these appointments on a day when not working, must notify their supervisor via email as far in advance as possible, but at least 48 hours in advance of a scheduled work day.
- H. For the circumstance of an acute illness that will prevent the employee from reporting for duty, the employee will contact Battalion 3 at least one hour in advance of their scheduled shift. If Battalion 3 is not available the employee is to contact another Battalion Chief on duty to report off sick.
- I. Once the request is received and granted the Battalion Chief will place the action in Telestaff and find a suitable replacement for the sick employee in accordance with this standard.
- J. Employees becoming ill or injured during the course of a work day/shift will notify their on-duty Battalion Chief and immediate supervisor of such conditions and of the need to use sick leave.
- K. Employees must obtain a written Doctor's Excuse conditions listed below. This will also apply to absences for immediate family sick leave.

- a. If more than two consecutive shifts are missed.
 - b. As directed by the Battalion Chief.
- L. Employees who are required to provide medical certification must do so immediately upon returning to work. Failure to provide certification as specified will result in disciplinary action in accordance with Horry County Employment Guidelines Section 5.

3. MILITARY LEAVE

- A. Military leave shall be conducted according to the Horry County Employment Guidelines. Those employees that qualify for the use of military leave shall submit a copy of their Military Orders from their Commanding Officer to the Assistant Chief of Battalion 3 a minimum of 28-days prior to the use of leave, but not less than 14 days prior to the start of the effected schedule except during times of military mobilization.
- B. It is the responsibility of the employee to submit a schedule of military activities for which they will be participating every 6 months when possible. This schedule shall contain the signature of their Commanding Officer, as well as activities in which the employee is required to participate.
- C. Military Leave will be granted only for those activities that are required to fulfill military obligations. Annual Leave shall be used in all other circumstances with prior approval of the employee's Assistant Chief.

SECTION 4 - WORK SUBSTITUTION

- A. Work substitutions by employees are authorized provided the employees exchanging shifts have at least equal specific qualifications. Deviations from this requirement must be approved by the appropriate Assistant Chief.
- B. The requesting individual must request work substitutions in full or half shift increments for 24-hr shift employees. No partial swaps other than previously specified will be permitted unless special approval is received from the appropriate Assistant Chief.
- C. The original work substitution and the "payback" exchange must occur within the same pay cycle.
- D. The original exchange and the payback shall involve the same individuals. Substitutions, trades, etc. shall not be permitted.
- E. If a work substitution will cause an unreasonable disruption in company activities, the company officer/immediate supervisor may deny the request.
- F. Personnel shall not be permitted to work in excess of 48 hours without a minimum of an 8-hour continuous break.

- G. The employee on duty may not leave his/her assigned station until the employee who has agreed to the work substitution has reported to the assigned station.
- H. Once a work substitution is approved, the substituted shifts will be considered as the participants' regular shift. If either employee fails to report for duty at the assigned time, they will be subject to disciplinary action in accordance with Horry County Employment Guidelines Section 5.
- I. The employee desiring a work substitution is responsible for obtaining an email correspondence from the agreeing employ and forwarding this to each supervisor. The requesting employee's supervisor is them to forward the request to their Battalion Chief for placement in Telestaff.
- J. Once a work substitution has been approved, it cannot be changed or cancelled without approval of the appropriate Assistant Chief.