

DEPARTMENT OF FIRE AND RESCUE SERVICES



GENERAL ORDER

130.04



Originating From	Issue Date	Revision Date	Attachments
Administration	01/10/1995	N/A	N/A

SUBJECT: Official Leave and Travel

APPLICABILITY: All Personnel

POLICY:

To establish Department procedures for approval of official leave and travel. This policy does not supersede the requirements outlined in the Howard County Employee Manual.

1 OFFICIAL LEAVE/TRAVEL

- 1.1 All employees/members requesting official leave shall submit a written request (through the chain-of-command) to the Fire Chief for his/her approval. Official leave requests shall be in the Fire Chief's Office at least three weeks in advance of the desired activity. Exceptions to this time frame may be necessary. Each of these situations will be given due consideration. All pertinent information shall be attached and include concurrence for approval at each level of the chain-of-command.
- 1.2 Travel and lodging arrangements shall be coordinated through the County Administrative Officer and the Fire Chief's Office, and shall utilize County Requirements Contracts when applicable.
- 1.3 Any person scheduling and/or attending an activity without prior approval of the Fire Chief shall not be considered for reimbursement, and is in violation of established County and Departmental policy. The employee may also be subject to disciplinary action.
- 1.4 Official leave as defined under the county policy is as follows: "Official Leave is defined as any absence of an employee (appointed or classified) from his/her normal duties and assignment for any period of time (i.e. less than one day, one day, or more to attend a meeting/seminar/training session, workshop, etc.), to enhance the

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knowledge and ability of an employee in relation to his/her job. Attendance at a meeting concerning business within the scope of the employee's normal duties within Howard County is not considered official leave."

Approved:

A handwritten signature in cursive script that reads "Joseph A. Herr".

Joseph A. Herr
Fire Chief