

DEPARTMENT OF FIRE AND RESCUE SERVICES



SPECIAL ORDER

2008.070



Originating From	Issue Date	Expiration Date	Attachments
OFC	10/3/2008	N/A	N/A

SUBJECT: Amendment to General Order No. 110.02

APPLICABILITY: All Career Personnel

1 **Effective Monday, October 6, 0700 hours** General Order No. 110.02 is hereby amended and clarified to provide that annual leave will be granted to employees pursuant to the following procedure:

- 1.1 DFRS will accept requests for leave that are made on or before 1000 hours on the work shift that is prior to (3 days before) the assigned work shift for which leave is requested and, in the event that leave cannot be approved for the date requested because leave has already been granted to the maximum number of unit members that can be granted leave under Section 15.2(e)(2) of the Collective Bargaining Agreement, DFRS will create a waiting list containing the names of the employees requesting leave for that date.
- 1.2 DFRS will accept requests to cancel leave that are made on or before 1000 hours on the work shift that is prior to (3 days before) the assigned work shift for which leave is requested.
- 1.3 DFRS will not accept requests for leave or to cancel leave that are received after 1000 hours on the work shift that is prior to (3 days before) the assigned work shift for which leave is requested.
- 1.4 When an employee cancels or withdraws their approved request for leave on or before 1000 hours on the work shift that is prior to (3 days before) the assigned work shift for which leave had been requested, the employee(s) whose name(s) are on the waiting list to use leave will be moved up from the waiting list..
- 1.5 On each work day, no later than 1000 hours, each shift/station shall submit to the respective Battalion the "Overtime Availability" form. Employees may choose to sign up for one (1) or two (2) blocks of time. These blocks of time will be 0700-1900 hours and 1900-0700 hours. Overtime will be granted on a twelve (12) hour basis, and no preference in the assignment of overtime will be given to employees who agree to work a full 24 hour shift. The Overtime Availability Form will be completed to show an employee's availability to work after completing a shift, and before beginning a shift.

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- 1.6 Per Section D (1) of the Overtime M.O.U. Kelly Day availability is to be reported on the A.M. Staffing Report.
- 1.7 When less than six (6) hours of overtime is needed at the beginning of a shift (0700 to 1300 hours), the Battalion Chief can assign employees who have completed their assigned shift to fill the overtime assignments before assigning employees utilizing a Kelly Day to fill overtime assignments. Typically, these overtime assignments are created inside the three (3) day window. When an overtime assignment that is expected to be less than six (6) hours at the beginning of the shift must be extended beyond six (6) hours, the Overtime M.O.U which governs the assignment of overtime will be applied.
2. General Order No. 110.02 is being reviewed. A revised G.O. 110.02 Personnel Leave Policy will be issued that incorporates the above language.

Approved:



Joseph A. Herr
Fire Chief