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| Section: Human Resources 101.00 |
| SOP # 101.03 | Subject: Leave Policy  | Page: 1 of 2 |
| Effective: 02/17/2022 | Authorized: Tiffany Lamp- Asst. Director |
| Revised: | Authorized:  |

 Rural Pope County Emergency Medical Services

 Standard Operating Procedures

101.03.01 Purpose

To establish procedures for Emergency Medical Services personnel to request for leave

101.03.02 Policy

Leave heretofore referred to as “time off”, is an authorized absence during regularly scheduled work hours that is preapproved by the proper authority. Time off requests may be authorized with or without pay in accordance with the work requirements of the County and the available leave an employee has accrued.

1. For time off requests utilizing PTO:

a. Time off requests will be granted on a first come first served basis.

b. Time off requests will be accepted as far out as six (6) months in advance and no less than one (2) weeks in advance.

c. No more than four (2) personnel may be granted time off for the same calendar day. This is inclusive of all personnel. Vacant assignments and employees who are off for Worker’s Compensation, FMLA qualifying absences, or training will not be included among this daily maximum limit.

d. Once the shift(s) referenced on the time off request have been filled, the time off request may not be rescinded except for the following reasons:

i. The employee requested time off for training and it was cancelled,

ii. The employee requested time off for a medical appointment or procedure and it was canceled;

iii. The employee requested time off for court and the court date was cancelled or rescheduled;

All above requests to rescind the time off request can only be approved if the assigned employee agrees to relinquish shift.

e. Operations may deny leave based on the overall mandatory minimum staffing levels in the County.

101.03.03 Procedures

1. Employees requesting time off must submit a Time Off Request via Quickbooks and inform the Assistant Director of this request.

2. Time off may be denied or canceled by Operations if:

a. The maximum number of employees permitted off (2) has already been reached.

b. A suitable substitute/replacement is not found or assigned,

c. Granted time off will result in personnel manning below the acceptable minimum staffing standards;

d. Time off requests are not submitted within the appropriate time frame;

e. Major events in the County warrant the cancellation of leave.

3. Employees who submit leave within the prescribed timeline should expect feedback within two (2) weeks after submittal however, they should not consider their requested time off approved until they receive notification of approval Quickbooks and their personal schedule reflects the requested time off.