



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE  
MONTGOMERY COUNTY, MD.

## FLEET MANAGEMENT BULLETIN

**NUMBER: 15-01**

**February 27, 2015**

**TO: Emergency Vehicle Maintenance Crew Chiefs and Emergency Vehicle Mechanic Technicians**

**FROM: Assistant Chief Eric Houston**

**SUBJECT: CMF Leave Calendar**

Effective April 1, 2015 all leave must be requested on-line via the CMF Leave Request form. This process will allow all leave requests to be date and time stamped and approved or denied, in the order that they were submitted using the following procedure:

1. Personnel requesting casual leave should consult the CMF Leave Calendar for availability (The CMF Leave Calendar is accessible through your Outlook account).
2. Casual leave must be submitted using the CMF Leave Request form no more than 30 days, but no less than 1 day, prior to the requested date consistent with our current practice.
3. Casual leave will be approved based on available leave slots and anticipated work load.
4. Sick leave should be requested as early as possible but at least one hour prior to the start of the shift on the desired date.
5. Personnel requesting leave should complete the on-line CMF Leave Request Form found on the Apparatus Section Page off of Quicklinks.

\*Casual Leave is annual or compensatory leave that does not meet "Vacation Leave" criteria.