

# Montgomery County Fire and Rescue Service Directive Division of Operations

Directive: 19-01

August 15, 2019

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**TO:** All Division of Operations Personnel

**FROM:** Division Chief John Kinsley



**SUBJECT:** Partial Shift Casual Leave

Beginning July 1, 2019, the rules for Casual Leave usage will allow bargaining unit employees to “split” shifts, taking leave in shorter, partial-shift increments than the currently existing 10-hour (12 hours for ECC or FEI) dayside or 14-hour (12 hours for ECC or FEI) nightside configurations.

Partial leave authorization will be managed via a manual approval process between the employee and the on-duty scheduler in accordance with the following rules:

1. Partial shift leave requests will only be considered once the Casual Leave cap has been met.
2. Initial requests for Casual Leave can be requested via Telestaff for any minimum number of hours. Casual Leave requests will be automatically approved by Telestaff if leave is available.
3. When above the Casual Leave cap, Casual Leave cannot be extended once it has been approved. Requests can be altered by emailing [#FRS.Schedulers@montgomerycountymd.gov](mailto:#FRS.Schedulers@montgomerycountymd.gov), but once approved, the leave times are locked in. If the request has been approved, the original “owner” of the leave spot would have to compete against any other employee (via entering a partial leave request) for the remaining hours. Employees should plan by taking casual leave in entire blocks whenever possible.
  - a. If your request for additional leave is approved *and* you are the original “owner” of the leave slot, you must notify the on-duty Scheduler via [#FRS.Schedulers@montgomerycountymd.gov](mailto:#FRS.Schedulers@montgomerycountymd.gov) and request the slots be combined into one. If this is not done, Telestaff will treat the leave as if two people are off which could deny the next employee’s pending leave request.

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4. Employees who wish to cancel any type of approved, competed-for leave must cancel the entire leave period, or maintain at least a 3-consecutive hour minimum period of leave that includes a minimum of 1 hour in either leave period.

5. Requests for partial shift Casual Leave must be taken in 3-hour minimum blocks, or the entire balance of the leave period if fewer than 3 hours remain.

6. Each leave period (e.g. dayside or nightside) can only be split between two people.

7. The hours in the split cannot overlap.

Employees who wish to split a shift by requesting partial shift leave approval shall follow the procedure outlined below.

1. Enter a Casual Leave request into Telestaff in accordance with existing procedures.

2. Wait at least one hour after entering the request, and if the request is not automatically approved by Telestaff, send an email to [#FRS.Schedulers@montgomerycountymd.gov](mailto:#FRS.Schedulers@montgomerycountymd.gov) requesting to split leave with [NAME], including the date and times of the split.

3. If available, the scheduler will:

a. Add a note to the work code of the “owner” of the spot “SPLIT WITH [NAME]”.

b. Add ANL-Split or CPL-Split work code with a note “SPLIT WITH [NAME]” to the employee who requested the split.

4. Should the original “owner” cancel their leave, the scheduler will:

a. Change the “owner’s” competed-for work code to the Leave Cancelled code.

b. Change the ANL-Split or CPL-Split work code to the appropriate competed-for leave code on the calendar of the person with whom the leave was split. That person becomes the “owner” of the leave spot and the note is removed.