



POLICIES AND PROCEDURES

MONTGOMERY COUNTY DEPARTMENT OF FIRE AND RESCUE SERVICES

NO. 508.6

PAGE

1 OF 2

DATE

August 28, 1991

TITLE

BUREAU OF FIRE PREVENTION LEAVE POLICY

DIRECTOR APPROVAL

A handwritten signature in black ink, appearing to be "J. J. [unclear]", written over the "DIRECTOR APPROVAL" text.

PURPOSE

1.0 To establish leave procedures for the Bureau of Fire Prevention

APPLICABILITY

2.0 All DFRS employees assigned to the Bureau of Fire Prevention.

POLICY

3.0 The Bureau of Fire Prevention will accommodate employees' request for leave while still providing the community with the level of service required. The Bureau policy will adhere to DFRS Policy 508 (Leave Procedures) with the following clarifications:

3.1 Requests for casual leave must be submitted not more than 30 days nor less than 12 hours in advance, using the proper form sent to the appropriate supervisor. The supervisor may waive these limits and methods if it does not involve replacement personnel or in extenuating circumstances. However, minimum staffing levels cannot be waived without the approval of the Bureau Chief.

- a. Requests for vacation leave should be submitted at least 30 days in advance.
- b. Requests for leave will be granted on a first come, first served basis. Where conflicts arise with bargaining unit employees, the rules of seniority apply.
- c. Minimum staffing levels must be established by the Chief, Bureau of Fire Prevention.

RESPONSIBILITY

4.0 All Bureau of Fire Prevention personnel will be responsible for:

- a. Submitting the proper form to their Division/Section supervisor when requesting leave.



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b. Notifying their supervisor of their intent to cancel leave no less than 12 hours before their normal reporting time on the date leave was requested.

4.1 Supervisors will be responsible for:

- a. Granting or denying the leave requested based on the minimum staffing chart.
- b. Notifying the employee of the status of the leave request.
- c. Maintaining the appropriate Division leave record.

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