




OFFICE OF THE DIRECTOR/FIRE CHIEF

INSTRUCTIONAL BULLETIN #13-16

TO: All Fire and Rescue Personnel
FROM: Martin L. Senterfitt, Director/Fire Chief
RE: **Unauthorized Absence/Leave** 

In an effort to create consistency regarding Unauthorized Absence/Leave, effective immediately, all entries shall be entered into the Resource Management System by the appropriate Supervisor as Unauthorized Absence.

Please adhere to the already established rule: City of Jacksonville Civil Service and Personnel Rules and Regulations (revised October 1, 2010):

8.06(1) ABSENCE WITHOUT PAY: When an employee is absent without the approval of management, the absence shall be considered as an unauthorized absence without pay and the pay of such employee shall be docked for the period of time absent and appropriate disciplinary action taken.

Thank you for your cooperation.

MLS/LAB/dmc



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