



FIRE AND RESCUE DEPARTMENT

DIVISION CHIEF OF OPERATIONS

July 19, 2013

INSTRUCTIONAL BULLETIN #13-30

TO: All Fire and Rescue Personnel

FROM: Ivan Mote, Division Chief of Rescue *I.M.*
Kurtis R. Wilson, Division Chief of Fire Operations *KRW*

RE: **Canceling Approved Leave**

In an effort to provide more advanced notice of Pending Leave being approved, the following shall apply:

Effective July 27th, 2013 in both Rescue and Suppression

All approved leave requests that employees wish to have canceled must be done 36 hours prior to the start time.

Current policy example: FF "X" has approved leave (PL, ML, or HL) for Saturday. Previous policy allows FF "X" to cancel any time prior to their leave beginning. The chiefs then must call the firefighter who has the oldest pending leave request and offer the time slot. If they turn it down, then the next person gets called and so forth. It is unrealistic for an employee to plan for leave when waiting until the last minute to find out if the leave has been approved.

New policy example: FF "X" has approved leave (PL, ML, or HL) for 0800 hrs Saturday. If you choose to cancel, the cancelation must be done prior to 2000 hrs on Thursday. This gives the chief's time to notify pending approvals and an expectation from the field they will have 36 hours of notice prior to the beginning of the shift they are requesting off.

