

	<b>Department of Public Safety</b>	
	<b>Standard Operating Guidelines</b>	
	<b>Subject:</b>	Annual Leave
	<b>Section:</b>	Administration
	<b>Guideline Number:</b>	205
	<b>Effective Date:</b>	April 1, 2007
	<b>Revised Date:</b>	October 1, 2024
<b>Signature of Approval:</b>	Charles R. Pruitt Director of Public Safety 	

## PURPOSE

To provide guidance in the application of the County's Annual Leave Policy Number 501.0 especially as they apply to departmental personnel.

## SCOPE

This policy applies to all uniformed members of the Department.

## GUIDELINES

A total of three positions may be available for Annual/Other Leave per day. Other leave shall be defined as sick, TDA, Vacant, LWOP, coursework, etc. or as determined by the Director. Leave will be granted or denied on the basis of level of service, staffing, funding, or as determined by the Director, Battalion Chief or Captain.

**2 – 24 hours shifts (full shift)**

**1 – reserve sick leave shift**

- All persons must apply for any type of leave using the Department's online Calcium Calendar.
- Do not call the office or your Battalion Chief with leave requests.
- Leave will be granted on a first come first serve basis. Conflicts will be decided on length of service.
- Annual Leave shall be granted a maximum of 90 days in advance.
- Battalion Chief will not be considered as a leave slot.
- Battalion Chief and Captain may not take the same shift without Director's prior approval.
- December 1-15 each year, employees can submit an email to their Battalion Chief requesting three groups of 2-3 consecutive shifts for the upcoming calendar year. All request must be submitted in the allotted time frame. Any leave request submitted past the deadline will be denied.