

# Delaware County Emergency Medical Service Standard Operating Guidelines

Subject	Effective	Supersedes	This Sheet	Total
Scheduled Time Off	07/07/2010	All	1	2

For the purposes of this SOG, scheduled time off is defined as either Vacation or Compensatory Time. Additionally, the term "Scheduling Officer" refers to the Director or his/her designee.

## VACATION

Every effort will be made to grant an employee's vacation request when possible. To be considered, requests shall be received by the Scheduling Officer no less than thirty (30) days prior to the requested time off, and will be scheduled on a first-come, first-served basis. When there is a conflict of who is first, "Bargaining Unit Seniority" (as defined by the current collective bargaining agreement at the time of the conflict) will be used to determine. Every effort will be made to ensure that ALL employees have equal opportunity during major holidays (Thanksgiving, Christmas, and New Years).

If an employee wishes to cancel their approved time off, a written request must be submitted to the Scheduling Officer.

## COMPENSATORY TIME

Full-time employees may accrue compensatory time (comp-time) in lieu of pay for hours worked over and above their regular scheduled hours. Hours are accrued as one (1) hour worked for one (1) hour comp-time. Comp-time must be used within 180 days of time earned. Time not used after 180 days will be paid out to the employee on a "first-in/first-out" process. When paid or used, comp time will follow the language defined in the current collective bargaining agreement.

To be considered, comp-time requests shall be received by the Scheduling Officer no less than fourteen (14) days prior to the requested time off, and will be scheduled on a first-come, first-served basis. Compensatory time is not available for use until it appears on the employee's earning statement and the compensation described in the earning statement is available to the employee, in accordance with the Ohio Revised Code 124.18(A).

## TOTAL EMPLOYEES OFF

No more than eight (8) personnel will be granted scheduled time off on any given calendar day. The first six (6) employees who request vacation time off on any particular calendar day (with the exceptions outlined below) will be scheduled their time off. The seventh (7<sup>th</sup>) and eighth (8<sup>th</sup>) employees who request vacation time off on any one particular day will be granted their time off if coverage is available, as defined by the Scheduling Officer. The time off scheduling pertains only to vacation time requests, NOT comp-time requests. If an employee requests leave and there are already eight (8) employees off, leave shall be denied unless the need is unusual, exceptional or the Scheduling Officer determines the leave can be granted without jeopardizing the operations of the Department. This exception shall also require the approval of the Director.

The guideline of six (6) or eight (8) employees off of shall NOT apply on Thanksgiving Day, Christmas Eve-or Christmas Day. On those three (3) specific calendar days, the number of employees off shall only

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equal that allowable by scheduled coverage. Full-time employees shall not be mandated to cover employees who have scheduled vacation or comp-time for those specific days.

## COVERAGE

Scheduled time off will be covered first utilizing part-time employees and / or "floaters," then electively by full-time employees, and only when necessary, by the mandating of full-time employees. The Director, or his/her designee, is the final authority in how coverage is arranged, and reserves the right to modify, change or adjust this scheduled time off SOG in any circumstance.

## OTHER

Two (2) part-time employees shall not be scheduled to work together on the same company. Personnel from other crews will be temporarily transferred to assure two (2) full-time employees are on each crew.

Issuing Authority:



DCEMS Chief Rob Farmer  
Director of Emergency Medical Services

Date 07/07/2010