



# Carroll County Department of Fire & EMS Standard Operating Procedure

## DOCUMENT DETAILS

<b>Standard Operating Procedure: 2.08</b>	<b>Effective Date: June 8, 2023</b>
<b>Subject: Leave Administration</b>	<b>Section: Human Resources</b>
<b>Authorized: Chief Michael Robinson</b>	<b>Revision Date: 1/29/2026 <i>PJS</i></b>

**Applicability:**      ☐ Volunteer      ☒ Career

## I. PURPOSE

Carroll County Department of Fire & EMS shall provide appropriate programs and controls for the management and use of leave. Unless otherwise stated within this policy, all terms and conditions are in accordance with guidelines outlined in Chapter 37 of the County Code and any applicable policies.

## II. DEFINITIONS

**Department:** Carroll County Department of Fire & EMS

## III. PROCEDURES

A. The following types of leave are provided and specifically defined and regulated by the Carroll County Code of Public Local Laws and Ordinances or Department of Fire & EMS policies:

1. Holiday Leave

- a. The County Commissioners shall establish a schedule of holidays on an annual basis.
- b. Non-exempt DFEMS employees shall be paid for the established holidays at a rate of 8.5 hours straight time rate.

2. Annual Leave

- a. Accrual rates will be in accordance with the Carroll County Code of Public Laws and Ordinances.
- b. An employee may carry a maximum of 510 hours forward from one calendar year to the next. The calendar year ends on the last day of the last full pay period in December each year.
- c. Annual leave shall be submitted at least (84 hours) prior to the leave date.
- d. Annual leave may be used in four-hour increments

- e. Shift Commanders and approved designees have the authority to approve the use of unscheduled leave based upon the needs of the department.

### 3. Sick and Safe Leave

- a. Accrual rates will be in accordance with the Carroll County Code of Public Laws and Ordinances.
- b. Employees hired prior to July 1, 2025, may carry an unlimited number of Sick and Safe Leave hours forward from one calendar year to the next. Employees hired after July 1, 2025, may carry a maximum accumulation of 765 hours (prorated for those scheduled to a workweek of less than 42 hours) forward from one calendar year to the next. The calendar year ends on the last day of the last full pay period in December each year.
- c. Usage of Sick and Safe Leave shall be in compliance with Carroll County Code of Public Laws and Ordinances and policies unless otherwise stated.
- d. Except in emergencies, notification of illness or injury that would prohibit an employee from being at work will be accomplished as early as possible, but not less than two hours prior to the time the employee is scheduled to report for duty, assignment, or detail.
  - i. An employee shall notify the on-duty Shift Commander to request usage of Sick and Safe Leave. All notifications shall be made via voice contact – text messages, emails, voicemails and other electronic means are not acceptable. If unable to contact the on-duty shift commander employees shall contact their assigned station officer. If the employee is assigned to a station without an officer, the following procedure shall be followed:

Personnel assigned to Battalion 1 - Station 3 or EMS 101

Personnel assigned to Battalion 2 - EMS 102

Personnel assigned to Battalion 3 - Station 1, Station 12 or EMS 103
  - ii. If the employee remains unable to make contact, then they should contact any available on duty Lieutenant.
- e. Employees who exceed 48 hours of Sick and Safe Leave absences within a calendar year may be required to provide medical documentation for all subsequent Sick and Safe Leave usage. It is the responsibility of the employee to track whether they have exceeded 48 hours of Sick and Safe Leave and are required to provide appropriate documentation. Required documentation for Sick Leave must include the practitioner's name and contact information, date of visit, dates of absence, any work restrictions, and a confirmed return-to-work date.
- f. Employees may also be required to provide documentation if:
  - i. Using Sick and Safe Leave prior to or immediately after a shift of approved leave or approved trade.
  - ii. Using Sick and Safe Leave after other leave has been denied or the employee is on a leave wait list.
  - iii. Using Sick and Safe Leave prior to or after a county recognized holiday.

- iv. Using Sick and Safe Leave when the employee is given an undesirable assignment, training, special project or detail.
  - g. Employees requiring Sick and Safe Leave for routine medical appointments are expected to schedule those appointments for days off work when possible. An employee requesting the use of pre-approved Sick and Safe Leave shall submit pre-approval requests at least 96 hours prior to the requested Sick and Safe Leave use.
  - h. Upon separation of county employment, the county will not compensate the employee for any unused Sick and Safe Leave, unless the County Commissioners authorize otherwise in any sick leave policy in effect at that time.
- 4. Personal Leave
  - a. Usage of Personal Leave shall be in compliance with the Carroll County Code of Public Law and Ordinances.
  - b. Employees shall submit a request for Personal Leave under the same procedures as annual leave.
  - c. Personal Leave may be combined with other types of leave in any combination to allow for a full shift absence.
  - d. Personal Leave must be used by the last day of the last pay period in December and shall not be carried forward to the next calendar year.
  - e. Upon separation of county employment, the county will not compensate the employee for any unused personal leave.
- 5. Compensatory Leave
  - a. Employees who are non-exempt from provisions of the FLSA may choose to receive Compensatory Leave for each hour worked over their regularly scheduled work hours per workweek.
  - b. Non-exempt employees must choose compensatory leave in lieu of paid overtime prior to the performance of any overtime hours. Employees must make their choice on the JotForm prior to the beginning of the pay period.
  - c. Compensatory leave may be combined with other types of leave in any combination to allow for a full shift absence.
  - d. Compensatory Leave shall be earned at the rate of one and one-half hours of compensatory leave for each hour worked over 40 hours for non-207(k) and uniformed personnel with daywork schedule and after 84 hours for 207(k) employees.
  - e. Non-exempt employees may accumulate a maximum of 120 hours of compensatory leave and may be carried over from one calendar year to the next.
  - f. Upon becoming an exempt employee or separation of county employment, an employee shall be paid for all accumulated compensatory leave.
- 6. Administrative Leave

- a. The purpose of Administrative Leave is to make an employee whole for the workday. Leave shall be granted based on the individual employee's scheduled workday hours. Employees, including employees on initial probation, shall, with supervisory approval, be granted paid administrative leave in accordance with the following:
  - i. Jury Leave
    - a) An employee called for jury duty shall receive jury leave for the period of jury service. If the employee's services are not required as a jury member on any part of the workday, the employee shall report to his or her supervisor for duty. The employee shall remit to the county the entire payment received for jury duty to receive administrative leave. Employee is not required to remit parking fees, meal allowance, or mileage payments which may be provided by the court.
  - ii. Subpoenaed Witness
    - a) An employee subpoenaed to appear in a court action, before a grand jury, administrative agency, or for deposition shall receive witness leave for the period covered by the subpoena. Employees are required to submit appropriate documentation to receive administrative leave award. This does not apply to an employee who is party to the action or who is appearing as a paid witness.
    - b) Employees called as a witness that is related to a work-related case will be detailed to court for the time period if scheduled to be working.
    - c) Employees who are off duty when required to attend a work-related court proceeding will be compensated for the period needed for court. The employees shall report on duty and off duty time to the Shift Commander. Upon request, employees may be required to provide attendance verification documentation for off-duty court appearances.
  - iii. Military Leave
    - a) An employee who is a member of the Army, Navy, Air Force, Marines, Space Force, or Coast Guard Reserve shall be granted military leave for military training or operations not to exceed 127.5 hours per county fiscal year and in accordance with Federal and State laws.
  - iv. Bereavement Leave
    - a) Employees shall receive Bereavement Leave in accordance with the following:

	Uniformed Personnel with Shift Schedule	Uniformed Personnel with Daywork Schedule
Immediate Family Members	48 hours	40 hours
Other than Immediate Family Members	24 hours	24 hours
Extended	12 hours	8 hours

- b) For purposes of this section, immediate family members are defined as an employee's spouse, parent, or child (including in-laws and step).
- c) For purposes of this section, family member, other than immediate family is defined as a sibling, grandparent, or grandchild (including in-laws and step).
- d) For purposes of this section, an extended family member is defined as a great-grandparent, great-grandchild, aunt, uncle, niece, or nephew (including in-laws and step).
- e) Bereavement leave need not be used as consecutive days.
- f) An employee shall, upon request, submit appropriate documentation to their supervisor.

#### 7. Leave of Absence without Pay

- a. The duration of leave without pay shall be at the discretion of the Director/Chief or other designated management personnel, in consultation with HR, based on the reason for the request and the effect on county operations. All available and applicable leave must be exhausted prior to requesting leave without pay.
- b. When leave of absence without pay occurs for the duration of an entire pay period, no leave of any kind shall accrue during the pay period.
- c. The leave must be requested and approved prior to the beginning of the leave except under extenuating circumstances. The Director/Chief and HR must approve all requests for leave without pay. The county may impose conditions and restrictions on approval of leave without pay.
- d. An employee who has been granted leave without pay must return to work by the date the leave expires. Failure of an employee to return to duty upon the expiration of his/her leave without pay may be interpreted as a resignation.

## IV. RESCISION

This Standard Operating Procedure rescinds all directives regarding Leave Administration or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

## V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

N/A

## VI. ATTACHMENTS

N/A