

## ESCAMBIA COUNTY FIRE-RESCUE

*Rules, Policies, and Guidelines*

**1110.040**

### Education Leave Request

Implemented: 08/01/04

Revised: 03/12/13



Patrick T Grace, Fire Chief Page 1 of 2

#### **PURPOSE:**

At times, personnel may wish to utilize Educational Leave in order to attend training conferences, seminars, or other approved training courses. Educational leave requests must be made far enough in advance to ensure that adequate personnel can be scheduled to cover vacancies.

#### **OBJECTIVE:**

To provide personnel with a policy that outlines the correct method for requesting Educational Leave.

#### **SCOPE:**

Career Personnel

#### **Educational Leave:**

*Personnel may be granted up to 72 hours per calendar year of Educational Leave in order to attend approved work-related training during normal duty hours. Per county policy, educational leave will not be charged to an employee's annual or sick leave account. However, personnel will only be afforded educational leave if the department has mandated the training or the training will be utilized to benefit the department with new department-wide programs or training initiatives.*

*All Educational Leave will be reviewed and approved according to the allowance of the budget. Educational Leave shall not impact the budget as to cause undue overtime to allow the employee time off. Any other training will require personnel to use annual leave, compensatory leave, or swap time.*

#### **PROCEDURE**

*Personnel shall submit all Educational Leave requests to their assigned Battalion Chief via e-mail. If approved, the request shall then be forwarded to the Training Chief. If the request is approved the assigned Battalion Chief will make staffing changes in Tele-Staff as needed to provide for minimum manning levels to ensure operational readiness. Requests should be submitted as far in advance as possible; however, educational leave requests must be received no later than fourteen (14) days prior to the first day of requested leave.*

Any travel request forms should be forwarded with the leave request to the Training Chief. Personnel will receive confirmation from their Battalion Chief that their leave request has been approved or denied.

Every effort will be made to accommodate all educational leave requests; however, the organization must ensure that adequate manpower is available during an assigned shift. In

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addition, approved educational leave requests may be later canceled in the event of a disaster or other event where additional manpower is needed.

It is recognized that special circumstances may not always allow personnel to meet the fourteen (14) day advance notice requirement. When such situations arise, the assigned Battalion Chief shall make the determination whether the educational leave will be forwarded for approval. His/her decision shall be based on circumstances surrounding the late request and available manpower.