


VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

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	Approved By:		Date Issued:	Revision Date:
Fire Chief Robertson		10/4/10		
Attachments:	Resources/Cross Reference:			
Purpose: To establish a procedure for the application for approval of leave.				

Procedure:

- A. Employee is responsible for ensuring that he/she will have sufficient leave available at the time leave is taken.
- B. Application for Leave forms are available from supervisors and/or from supply.
- C. A form shall be completed in a legible manner for each occurrence when employee leave is requested or used.
- D. Complete the form and forward to your supervisor for approval.
- E. Approval of form:
 - 1. Supervisor reviews and signs the form, if complete and accurate.
 - 2. Supervisor returns form to employee, if incomplete.
 - 3. Employee fixes inaccuracies and re-submits to supervisor.
 - 4. Supervisor forwards form to Fire Chief, Deputy Chief, Assistant/Battalion Chief or Fire Marshal, as appropriate, for their review and approval.
 - a. Approval is contingent upon availability of leave.

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Procedure:

5. Employee will be notified of approval/denial of leave by:

- a. Verbal notification; or
- b. Return of copy of leave application; or
- c. Email

6. Approved leave is logged in the roster.

F. Timing of submittal:

1. For unscheduled time off, Application for Leave forms shall be completed during the first shift worked after the absence.

G. For scheduled time off, Application for Leave forms shall be completed, approved by the appropriate levels of authority and logged prior to leave being taken.