



CITY OF CHARLOTTETOWN FIRE DEPARTMENT ADMINISTRATIVE PROCEDURE

ADMINISTRATIVE PROCEDURE: **ATTENDANCE, HOLIDAYS, LEAVE AND SICK LEAVE**

ORIGINATING DATE: **1998**

EFFECTIVE DATE: **JUNE 1, 1996**

REVISION DATE: **SEPTEMBER 7, 2007**

REVISION DATE: **JUNE 4, 2015**

REVISION DATE: **SEPTEMBER 13, 2018**

APPROVED BY: **FIRE DEPARTMENT MANAGEMENT TEAM**

PAGE: **1 THROUGH 4**

General:

The effective operation of the Department depends on the efforts of all members. The commitment of each member of the Department to this effort is demonstrated in a very large part by attendance to fire and emergency calls and training sessions. Members absent from alarms and training, inhibit the ability of the Department to meet its obligation to protect the Citizens of our City. The Department also recognized the need for members to enjoy holiday time and for absence from the City on occasions. The policy also addresses the need for sick leave and extended leave of absence.

Attendance:

All members of the Department shall attend 70 % seventy percent of the combined total of fire and emergency calls and training sessions.

Roll Call:

All members responding to fire, emergency alarms or attending a training session approved by the District Chief shall personally sign the roll call form provided by the Department. The District Chief or his/her designee shall collect the form following each call or training session, maintain a copy for their records and forward a copy to the Deputy Fire Chief. The District Chief shall approve all canceled calls.

Records:

The Deputy Fire Chief shall maintain a record and shall tabulate and calculate the roll call on a semiannual basis. The completed record will be presented to the District Chiefs for his/her comments.

The Deputy Fire Chief along with District Chiefs shall review the record of attendance for each individual member.

Following the Deputy Fire Chief's review of the attendance records he shall create a list of any members who have failed to achieve the required 70% seventy percent semiannual attendance. Following each semiannual report the Deputy Fire Chief will contact and advise the member of his or her failure to achieve the required (70% seventy percent) semiannual attendance.

Failing to obtain an annual 70% attendance average the District Chief shall use the following format to advise and discipline the member:

1st Occurrence: The District Chief shall contact the member and review his/her attendance records. If in the opinion of the District Chief disciplinary action is required it shall be in the form of a written warning. District Chief shall advise the Deputy Fire Chief that the member has been spoken to or will be required to be provided written warning.

2nd Occurrence: The District Chief shall meet with the member and review his/her attendance records. If in the opinion of the District Chief disciplinary action is required it shall be in the form of a minimum (2) two-week suspension without pay supported by a written letter.

3rd Occurrence: District Chief (**shall**) carry out the procedures as outlined in AP – 105 “Discipline”. 3 consecutive years failing to maintain 70% shall result in dismissal.

Honorariums:

An Honorarium as approved in the annual budget of the City will be paid to all members of the Department achieving the required 70% annual attendance. On the third occurrence of the member's failure to achieve 70% attendance, the member will automatically receive a prorated reduced percentage of the approved Honorarium and disciplinary measures followed as stipulated in AP-105 “Discipline”.

Honorarium will be paid out to each member on a semi-annual basis. Semi-annual payment will be calculated as outlined above. The Honorarium is calculated on the annual attendance record.

Holidays:

Each member is entitled to a minimum of 3 weeks (21 days) holidays on an annual basis. Each member is also entitled to an additional week (7 days) of holidays for each 10 years of service to a maximum of 6 weeks (42 days) holidays in total. Those members requiring more than their allotted holidays shall request a leave of absence from active duty. There will be no carryover of holidays from year to year. Unused holiday time may be credited toward calculation of annual honorariums at 1 alarm or training session for 1 unused day.

Members shall submit to their District Chief a request for holiday form at least 48 hours before the date the holidays are to commence. Request for holidays must be approved by the member's District Chief or his/her designee. Requests may be refused or canceled in the event of an emergency or as deemed necessary by the District Chief.

Leave:

Members who are to be outside the City limits for more than 24 hours and less than 48 hours, shall advise their District Chief or his/her designate by phone. Absence of more than 48 hours shall require an authorized leave form. A request for leave may be denied by a District Chief in the event of an emergency or as deemed necessary by the District Chief. A leave request form for authorized training activities may be submitted for approval by the District Chief.

Leave request forms for District and District Deputy Chiefs must be submitted and approved through the Fire Chief or his designate at least 48 hours in advance to ensure all operational capabilities are sustained.

Leave of Absence:

A member may request a leave of absence from the Department for a maximum of 1 year accumulative time. All requests for a leave of absence are to be submitted to the District Chief in writing and are to be approved by the Fire Chief and District Chief.

Members who receive approval for a leave of absence may return to service with all rights and privileges and will maintain their years of service.

Members who receive approval for a leave of absence will not receive an Honorarium for the time they are on a leave of absence. Time off relating to leave of absence will not be calculated into overall years of service.

Sick or Bereavement Leave:

Sick or Bereavement Leave may be granted to a member for a maximum of 90 days .Sick or Bereavement Leave is permitted for members who are absent from alarms or training with full Honorarium benefits by virtue of being sick, disabled, injured, pregnant, following childbirth or bereaved. Request for leave of this type or an extension of leave to a maximum of one (1) year is to be submitted to the District Chief or his/her designate by use of the department leave request form at the time of sickness, disability, injury or bereavement. All medical related absences over 72 hours may require a doctor's certificate. Short term bereavement leave may be granted for 3 days to attend to bereavement responsibilities, up to a maximum of 7 days if a funeral is being held out of province.

A member who is injured or becomes ill as the result of a line of duty accident or illness shall receive their full Honorarium for a maximum of one year from the date of the illness or accident up to one year of accident or sickness time off shall be included as serviceable time. Note: Deductions may be applied from Government and Insurance benefits.

Extensions: Extension of Sick Leave or Leave of Absence may be granted with the approval of the Department Management Team and the Fire Committee.

** Training sessions approved by the District Chief include but are not limited to:

- 1.) Weekly training;
- 2.) PEIFFA School training;
- 3.) Individual specialized training that has departmental applications:

CHARLOTTETOWN FIRE DEPARTMENT – ADMINISTRATIVE PROCEDURE