



Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.07	Leave Policy	PAGE: 1 OF 3
EFFECTIVE: 01/2001	Authorized: John Filer, Chief	
REVISED: 09/2016	Authorized: William Stephens, Director	

101.07.01 Purpose

To establish guidelines and general procedures for submitting a request for leave.

101.07.02 Policy

Per the Charles County Personnel Policies and Procedure Manual, leave is authorized absence during regularly scheduled work hours that is preapproved by proper authority. Employee leave requests may be authorized with or without pay in accordance with the work requirements of the County.

1. All training, vacation and or holiday leave must be submitted 30 days prior to the dates requested.
2. Leave will be granted on a first come first served basis.
3. Leave requests will only be accepted as far out as 180 days in advance.
4. No more than two persons per shift may be granted leave at the same time.
5. Employees may not utilize sick leave for scheduled vacations or training.
6. Employees requesting time off without an adequate amount of accrued leave will be charged compensatory time.
7. Once the shift/s referenced on the leave request has been filled, the leave request may not be rescinded except for the following reasons:
 - a. You requested leave for training and it was cancelled.
 - b. You requested leave for court and it was cancelled.
 - c. Relinquishing any other shift that has been filled is at the sole discretion of the employee filling that shift.
8. The EMS Operations Captain reserves the right to deny leave based on the overall status of staffing within the division.
9. No more than 4 consecutive shifts off shall be granted at one time.
10. Floating holidays, personal days, annual leave used to cover FMLA and approved training hours are exempt from the total hours approved per year.

The following charts list the number of hours of annual leave that are earned each year by every employee based on years of service. Years of service coincide with the number of hours of pre-approved annual leave that will be granted:



Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

Years of Service	Monthly Annual Leave Accrual	Yearly Annual Leave Accrual
0-3	8 hours	96 hours
4-9	10 hours	120 hours
10-14	12 hours	144 hours
>14	14 hours	168 hours

YEARS OF SERVICE	PERMISSIBLE HOURS PER YEAR OF PRE-APPROVED ANNUAL LEAVE
<1 (Probationary year)	48 hours
1-3	96 hours
4-9	120 hours
10-14	160 hours
>14	200 hours

11. The substitution of compensatory time for annual leave used will be counted toward the employee’s permissible hours of pre-approved leave.
12. Additional leave may be approved beyond the permitted limit by the Office of the EMS Chief. Leave Requests submitted beyond the permitted limit will be reviewed and approved on a case by case basis taking into consideration work priorities and schedules as permitted by the Charles County Personnel Policies and Procedure Handbook.

101.07.03 General

For a comprehensive overview of the County’s policy on Leave, please refer to Chapter 17 of the Charles County Personnel Policies and Procedure Handbook.

101.07.04 EMS Division Procedures

1. Anyone requesting leave must fill out a Leave Request Form and return it to their immediate supervisor.
2. Leave requests must be submitted to his/her supervisor a minimum of 30 days prior to the date requested.
3. Leave requests may be denied or cancelled if:
 - a. A suitable substitute/replacement is not found or assigned.
 - b. Granted leave will result in personnel manning below the acceptable standards
 - c. Leave slips are not submitted within the appropriate time frame
 - d. Major events in the County warrant the cancellation of leave



Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

4. Leave requests will not be considered approved until the proper forms have an approval signature signed by authorized personnel and are returned to the employee requesting leave.
5. Due to difficulty in covering vacancies on holidays, leave requests for major holidays will only be accepted if suitable coverage has already been secured. Major holidays have been identified as:
 - a. New Year's Day
 - b. July 4th
 - c. Thanksgiving Day
 - d. Christmas Day