



STANDARD OPERATING GUIDELINE

Number 120-01

Leave of Absence Policy

EFFECTIVE DATE:
01/01/2001

REVISION DATE:
12/01/2007

APPROVED BY:
RONALD D. ROMBS

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PURPOSE: The intent of this policy is to establish a procedure that assures staff coverage and personnel accountability during scheduled and unscheduled leaves of absence.

SCOPE: This procedure applies to all employees of Lincoln County EMS (LCEMS).

POLICY:

1. Requests for leave of absence shall be submitted through the Supervisor to the Director, Emergency Medical Services no later than 14 day prior to the start of the leave. Requests received within the 14-day period will be reviewed on a case-by-case basis.
 - a. Normal request for leave shall be accepted up to 90 days in advance. Normal requests outside the 90-day time period will not be accepted.
 - b. Block leave is a request for leave that encompasses more than 7 straight calendar days. Block leave cannot include any recognized Lincoln County legal holidays. Block leave will be accepted up to 1 year in advance.
 - c. Requests for leave exceeding 14 consecutive calendar days must have the approval of the Director, Emergency Medical Services.
 - d. The Director of Emergency Medical Services or his/her designee may cancel personal leave in the event of personnel shortages or major events.
 - e. All personnel employed by Lincoln County EMS shall submit a written request for leave utilizing the Lincoln County EMS **REQUEST FOR LEAVE OR APPROVED ABSENCE Form** with a copy of the most current pay voucher attached indicating the current leave balance to their assigned Supervisor.
 - f. The assigned Supervisor for Lincoln County EMS shall note the requested time off on the scheduling calendar, noting unit or station assignment, level of certification required, and employees name, in addition to completing and forwarding a "Request for Coverage Form" to the assigned Shift Supervisor.
 - g. The assigned Shift Supervisor shall obtain coverage; enter the name of the employee covering the shift on the scheduling calendar and "Request



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for Coverage Form" returning the completed form to the assigned Supervisor.

- h. The assigned Supervisor shall complete the coverage portion of the **REQUEST FOR LEAVE OR APPROVED ABSENCE form** forward the completed package (**REQUEST FOR LEAVE OR APPROVED ABSENCE form** and copy of the most current pay voucher) to the Director for his/her approval/denial. The assigned Supervisor is responsible for assuring the employee covering the approved time is aware of his/her assigned location for the shift.
 - i. The assigned Supervisor shall enter **all leave requests** in the absence data base prior to forwarding to the Director.
 - j. Optimally, no more than two (2) individuals will be off on each shift at any given time. Situations requesting more than 2 individuals will be considered on a case by case basis. The employee shall receive a status of the requested leave not later than five (5) days prior to the start of the leave whenever possible.
2. Sick leave – Sick leave with pay is not a right that an employee may demand, but instead a privilege granted by Lincoln County for the benefit of an employee when either the employee or an immediate family member is sick. Sick leave shall be used by an employee for absences from work for any of the following reasons: sickness (physical/mental), bodily injury, required physical or dental examinations or treatment, pregnancy, childbirth and postpartum care, or exposure to a contagious disease when continuing to work might otherwise jeopardize the health of others. Sick leave may also be used for illness or injury of a member of the employee's immediate family that requires the employee to provide care.
- a. Employees shall not be allowed to use sick leave in less than fifteen (15) minute increments.
 - b. If requested, employees may be required to provide documentation, including medical certification of the need for sick leave. Falsification of information or misuse of sick leave policies may be grounds for disciplinary action up to and including dismissal.
 - c. Sick leave for regular (full-time) county employees accumulates at a rate of 3.75 hours per biweekly pay period. Sick leave may be accumulated



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without any maximum limit while the employee is in continuous employment with Lincoln County and in a current "pay status".

- d. Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave whenever possible.
- e. LCEMS employees requesting unscheduled sick leave shall speak directly to the on duty Operations Supervisor, not later than two hours prior to the start of the scheduled shift or workday. If unable to reach the on duty Operations Supervisor via telephone, the employee requesting leave shall contact C-Med and request the Supervisor contact them at home.
Leaving a message for the supervisor in any form IS NOT CONSIDERED NOTIFICATION AND/OR REQUEST FOR SICK LEAVE AND THE EMPLOYEE SHALL BE CONSIDERED AWOL.
- f. For each occasion in which an employee uses more than two consecutive work days of sick leave, they must furnish a physician's statement with the nature of the illness and the employee's physical capacity to perform their assigned duties. If the physician indicates that the employee is able to resume full duties, then the employee shall be required to return to work.
- g. No employee may use sick leave that has not already been accrued at the time it is needed. An employee unable to perform the duties of the job after exhausting all accumulated sick leave may request annual leave, earned holiday time or leave without pay for the remaining period of recuperation.
- h. The provisions for the use of sick leave shall not apply in any case of an injury by accident arising out of and in the course of County employment covered by the provisions of the North Carolina Worker's Compensation Act. An exception is in case of injury causing disability of seven days or less for which there is no compensation under the Worker's Compensation Act.
- i. An employee who has already submitted a letter of resignation will not be allowed to use more than one day of sick leave during the notice period without a written physician's statement.

3. Family Medical Leave (FMLA). Employees with twelve months of service with Lincoln County and have worked a minimum of 1,250 hours, are entitled



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to Family Medical Leave (FMLA). Request for FMLA shall be submitted in writing by the requesting employee to their assigned supervisor utilizing the Lincoln County EMS **REQUEST FOR LEAVE OR APPROVED ABSENCE form**. The Shift Supervisor shall forward the completed request to the Director after entering in the absence database. The Director shall forward the completed FMLA package to the Personnel Department through the Department Secretary as soon as the need arises. FMLA may run concurrently with paid or unpaid leave.

- 4. Court Appearances - Jury Duty** - A County employee called for jury duty in State or Federal court shall receive leave with pay for such duty during the required absence without charge to accumulated annual leave or sick leave. The employee, in addition to their regular compensation, may keep all fees and allowances paid by the courts to the employee for jury duty.
- 5. Witness** - A County employee subpoenaed, as a witness in State or Federal court in **connection with their official duties** shall receive regular compensation for such court appearance. All witness fees and travel allowances received by the employee must be submitted to the County upon receipt.
 - a. Employees who are dismissed from court duties early in the day, or who report late in the morning, should report to work as soon as possible, within reason.
 - b. Employees subpoenaed as a witness or participating in court matters other than those in connection with their official duties shall use annual leave.
- 6. Absence from Duty** - An EMS employee shall notify the on-duty Supervisor, not later than two hours prior to the start of the scheduled shift, of plans to be absent from duty for any reason. Failure to do so without good reason shall be grounds for disapproval of leave and for disciplinary actions.
- 7. An employee who is absent from duty for three consecutive work days without notifying their immediate supervisor shall be considered to have resigned from their position with Lincoln County, unless failure to notify can be shown to have been beyond the employee's control.**



STANDARD OPERATING GUIDELINE

Number 120-02

Time Sheets

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02/01/2002

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RONALD D. ROMBS

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PURPOSE: The intent of this policy is to ensure prompt and accurate reporting of scheduled work hours for the purposes of pay, over-time, and benefits.

SCOPE: This procedure applies to all LCEMS employees.

POLICY: Time sheets are issued to individual employees prior to the start of a new pay period. Individuals will maintain their own time sheets and they shall be completed in ink on a daily basis.

Changes to the time sheet shall be made by drawing a single line through the mistake and initialing the change. White-out or correction tape is not acceptable on time sheets.

Time sheets shall be completed, signed, and returned to the employee's assigned shift supervisor not later than the end of the last working shift of the current pay period. By signing the time sheet, supervisors acknowledge that all information is reported is complete and accurately reflected in the Shift Activity Log.

Time sheets will be reviewed for completeness, accuracy, and all time reported verified in StarLife Shift Activity Log by the assigned supervisor and then signed on the bottom right corner.

It is the responsibility of each employee to ensure complete and accurate information is reported.

Late calls, training, or other assigned events that require individuals to work in excess of the scheduled shift, **will be annotated on the reverse side of the time sheet**, with the call number or a description of the event with the total amount of time worked beyond the normal scheduled shift.

Failure to properly complete and turn-in a time sheet at the appropriate time or to provide accurate information or report false information, are grounds for disciplinary actions up to and including termination.



STANDARD OPERATING GUIDELINE

Number 120-03

Shift Swaps

EFFECTIVE DATE: 02/01/2002	REVISION DATE: 08/01/2016	APPROVED BY: RONALD D. ROMBS	PAGE: 1 OF 1
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PURPOSE: The intent of this policy is to ensure proper staff coverage and personnel accountability during scheduled shifts. The following guideline is to be utilized by all employees of Lincoln County EMS scheduling shift swaps.

SCOPE: This procedure applies to all Lincoln County Emergency Medical Services (LCEMS) employees.

PROCEDURE: Request for a shift swap shall be submitted to the Shift Supervisor no later than 14 days prior to the scheduled swap. Requests received within the 14-day period will be reviewed on a case-by-case basis.

Request for shift swap shall be accepted up to 90 day in advance. Requests outside the 90-day period will not be accepted.

Personnel requesting a shift swap shall submit a request utilizing the appropriate electronic scheduling software. The request shall be accepted by the employee that is agreeing to swap shifts. The request shall then be forwarded to the Shift Supervisor for approval. Shift swaps are at the discretion of the involved Shift Supervisors for approval/denial. All denied requests shall be accompanied by a reason for denial.

Swap shifts are required to be completed by both involved employees within the **pay week** (Saturday at 00:00 hours through Friday at 23:59 hours). Employees shall report time worked on their time sheet as the days they **actually work** during that pay week.

Each individual is expected to cover the agreed shift swap time. In the event an individual has not reported as agreed, the individual originally scheduled to work shall be held responsible for the scheduled shift with respect to coverage or benefit time usage. Failure to report as agreed will be treated as Absent With Out Leave (AWOL) and disciplinary action may be taken, up to and including termination.