



Carroll County Department of Fire & EMS

Standard Operating Procedure

DOCUMENT DETAILS

Standard Operating Procedure: 2.09	Effective Date: June 8, 2023
Subject: Leave Selection Policy	Section: Human Resources
Authorized: Chief Michael Robinson	Revision Date: October 22 , 2025

Applicability: ☐ Volunteer ☒ Career

I. PURPOSE

It is the policy of the Department of Fire & EMS (DFEMS) to provide uniformed personnel the opportunity to use or cancel leave, through the fair and equitable application of the procedures contained in this policy.

II. DEFINITIONS

Vacation Selection: Personal leave, annual leave or compensatory leave secured in advance as individual or multiple shifts for the following calendar year during a scheduled process.

Leave Selection: Personal and annual leave requested during a calendar year not secured through the Vacation Selection process.

Leave Slots: The number of leave slots available per day for a calendar year.

Scheduler: An individual assigned to maintain minimum staffing levels, update the daily roster, schedule details, fill leave and other tasks related to scheduling, typically the Shift Commander.

DFEMS Staff Officers: Shall include the Fire EMS Chief, Deputy Chief, Assistant Chiefs, Battalion Chiefs and those uniformed officers assigned at the supervisory level of DFEMS.

Leave Block: Shall be considered any number of consecutive shifts up to a maximum of four (4) shifts.

III. PROCEDURES

- A. It is the policy of DFEMS that once a Vacation Selection request is granted, management shall not cause the leave to be cancelled, except by the Fire EMS Chief or his/her designee, for the most compelling reasons. Examples are: when DFEMS is operating at an elevated

state of readiness such as during a sustained State of Emergency, natural or man-made disaster, or where the operations of essential services may be compromised jeopardizing public safety.

- B. It is the policy of DFEMS to allow personnel assigned to modified, light-duty or administrative assignments on approved leave will not count towards the maximum number of allotted field leave slots for their respective position classification. Personnel reclassified (i.e. from FF/EMT to FF/PM) or involuntarily transferred after annual leave pick selection and assignment have occurred will have their original leave picks honored and transferred even if this selection exceeds the maximum number of allotted leave slots for their new position.
- C. This policy is to be used in conjunction with the Carroll County Government Personnel Section of County Code 36.087, entitled “Annual Leave.”
- D. DFEMS staff officers may establish a separate leave approval procedure that is appropriate for their personnel who are assigned to forty (40) or (42) hour per week schedules.
- E. Each shift shall be allotted a maximum number of leave slots based upon position class and upon the number of employees per shift.
 - 1. All pre-approved leave will be granted based on the pre-established maximum number of employees per leave group allowed off duty.
 - a. Lieutenant Station maximum is one (1)
 - b. Lieutenant Paramedic maximum is one (1)
 - c. Paramedic Fire Fighters/Paramedics maximum shall be two (2)
 - d. FADO/Fire Fighter EMT maximum number shall be four (4)
- F. Employees shall not schedule planned or discretionary leave above their hours earned or above the hours they will earn by that date. VTI will determine if employee has the hours to cover requested leave.
- G. All affected personnel are responsible for:
 - 1. Entering Vacation Selection into VTI during the identified request period.
 - 2. Not entering more leave than they have accrued at the time the leave is being requested.
 - 3. Printing their personal calendar from VTI at the beginning of the year after all Vacation Selection has been entered.
- H. Schedulers are responsible for:
 - 1. Filling Leave Selection requests, based on the number of approved leave slots in the “Department,” in accordance with the provisions of the policy.
 - 2. Maintaining minimum staffing levels as set forth by the “Department” and in this policy.
- I. Shift Commander and Station Lieutenants are responsible for:
 - 1. Assuring compliance with the policy.
- J. Vacation Selection:
 - 1. The process of requesting leave will normally begin in the fourth quarter of each calendar year and will be finalized in VTI by the start of the first FLSA period of the following year.

2. Leave selection will be based upon seniority, when multiple employees have the same date of hire a random pick order shall be established.
3. Employees shall select one leave block per rotation.
4. No single shifts will be scheduled during the Vacation Selection process.
5. Only full 24 hour shifts will be scheduled, no half or partial shifts.
6. Maximum number of leave shifts per employee shall be eight.
7. Maximum number of consecutive leave days scheduled in Round 1 is four.
8. Once each employee has selected one leave block, a second rotation shall begin until each employee has selected their leave.
9. During Vacation Leave picks, each shift will have a pre-established maximum number of employees per leave group allowed off duty.
 - a. Lieutenant Station maximum is one (1)
 - b. Lieutenant Paramedic maximum is one (1)
 - c. Paramedic Fire Fighters/Paramedics maximum shall be two (2)
 - d. FADO/Fire Fighter EMT maximum number shall be four (4)
10. Personnel promoted or involuntarily transferred will retain previously approved Vacation Selection shifts.

K. Leave Selection:

1. Once the Vacation Selection request process has been completed employees may begin entering Leave Selection requests for the following calendar year.
2. The Shift Commander may waive the leave deadlines in extenuating circumstances when this action does not incur any overtime expense at the time of the request.
3. Leave slots will be awarded as they are requested, once leave slots are full, no leave will be approved.
4. Requests for Leave Selection must follow the pre-determined leave blocks established in Policy and Procedure 2.08 Leave Administration.
5. During leave selections, each shift will have a pre-established maximum number of employees per leave group allowed off duty.
 - a. Lieutenant Station maximum is one (1)
 - b. Lieutenant Paramedic maximum is one (1)
 - c. Paramedic Fire Fighters/Paramedics maximum shall be two (2)
 - d. FADO/Fire Fighter EMT maximum number shall be four (4)

L. Cancellation of leave requests by the employee:

1. The employee may cancel their requested leave at least one shift (84 hours) prior to the leave date to the shift commander for approval.
2. The next employee requesting leave shall be contacted to determine if leave is still needed by the employee. If employee chooses to accept leave, then the shift commander shall approve requested leave. If no other requests are pending, then overtime scheduled employee will be cancelled.

IV. RECISION

This Standard Operating Procedure rescinds all directives regarding Leave Selection Policy or similar content previously issued for personnel of the Carroll County Department of Fire & EMS.

V. RELATED STANDARD OPERATING PROCEDURES / DOCUMENTS

VI. ATTACHMENTS