

# **FIRE DEPARTMENT HEADQUARTERS**

## **OFFICE OF THE CHIEF**

**GENERAL ORDER #02 (Revised)**

**ISSUED: February 25, 2019**

**TO: All Personnel**

**SUBJECT: Leave and Overtime Confirmation Email**

**Confirmation of O.T., Request Leaves, Leave Sellback, SWP / SPF.**

The Request and Confirmation email is in effect and is to be used for the following:

1. To request an additional full or partial tour (24 hour or 12 hour blocks) of Vacation, Holiday or Compensatory leave, provided the Department is below the daily leave quota. This Leave Request is for all leaves with the exception of "First available Day (FAD)" and "Discretionary." Leaves. (See current Labor-Management Agreement) FireAL@cincinnati-oh.gov
2. To request an additional "over quota" full or partial tour (24 hour or 12 hour blocks) of Vacation, Holiday or Compensatory leave if the Department has a surplus of personnel. (See current Labor-Management Agreement) FireOQ@cincinnati-oh.gov
3. To request an additional full or partial tour (24 hour or 12 hour blocks) of Vacation, Holiday or Compensatory leave, provided the Department is below the daily leave quota for the First Available Day (FAD, 21 days out) . (See current Labor-Management Agreement) FireFAD@cincinnati-oh.gov
4. To volunteer to cancel a leave in order to relieve a staffing shortage (See current Labor-Management Agreement) FireSB@cincinnati-oh.gov
5. To request a Discretionary Leave. (See current Labor-Management Agreement) FireDL@cincinnati-oh.gov
6. To call off SWP or SPF. (See current Labor-Management Agreement) FireSWP@cincinnati-oh.gov
7. To call back on the track from a SWP. (See current Labor-Management Agreement) FireRTD@cincinnati-oh.gov

Overtime Confirmation:

To confirm a full tour or partial tour of overtime, and assignment the night before a scheduled overtime, District four will send an email to the #FireDepartment email distribution list after 2100 the night before their scheduled overtime to confirm their assignment.

Members who have had their full tour or partial OT canceled may call D-4 and leave a phone number if they would like to be called in the morning, should another O.T. be required.

Leave Requests:

1. **To request a full or partial tour of Vacation, Holiday or Compensatory leave for all days other than the First Available Day (FAD) and Discretionary Leaves.**

The member must make their request no less than 72 hours in advance and no more than 20 days in advance of the date requested. Partial leaves will only be granted in twelve-hour increments beginning at 0700 and 1900.

To request a leave, email [FireAL@cincinnati-oh.gov](mailto:FireAL@cincinnati-oh.gov) with the following information in the body of the email:

- 1) Name.
- 2) District, Company and Unit assignment.
- 3) Five Digit seniority number.
- 4) Five Digit CHRIS number.
- 5) Type of leave requested. (full or partial Comp, Vac or Hol)
- 6) Date requested.

2. **To request an "Over Quota" full or partial tour of Vacation, Holiday or Compensatory leave.**

This leave must be requested 72 hours or less in advance of requested date.

To request a leave, email [FireOQ@cincinnati-oh.gov](mailto:FireOQ@cincinnati-oh.gov) with the following information in the body of the email:

- 1) Name.
- 2) District, Company and Unit assignment.
- 3) Five Digit seniority number.
- 4) Five Digit CHRIS number.
- 5) Type of Leave requested. (full or partial Comp, Vac or Hol)
- 6) Date of leave requested.
- 7) Return phone number.

Partial tours will only be granted in 12-hour increments: 0700-1900; 1900-0700.

The Fire Department will only issue an over-quota day if daily manpower has at least four (4), companies with five firefighters assigned. Over-quota requests will be honored until the department reaches a minimum of three (3) companies with five firefighters assigned.

Members have the option of not reporting to work on the requested over quota leave date, if the daily minimum staffing level exceeds TEN (10) personnel.

District 3 will email the #Firedepartment distribution list between 1800 and 2100 hours on the day preceding the requested leave date to confirm if the leave has been granted early, due to the minimum staffing level exceeding TEN (10). If the minimum staffing level does not exceed TEN (10), members must report to work at their assigned time. After reporting to work, members must check their email prior to 0650 hours on the day of the requested leave to confirm if the Over Quota leave has been granted. (Have your company officer call the District Chief if the email has not been sent at 0650 hrs.)

Over Quota leaves cannot cause any overtime. (Examples are DC's, EOD techs, Squad techs, and Paramedics) Members may also request the second 12 hours of a tour by contacting their respective DC no later than 1800 hours on the tour requested. Your DC will contact District 4 to determine the availability of surplus personnel and to secure the requested leave if available.

All requests will be on a first come--first serve basis; however, full tour requests will have priority over partial tours requests.

**3. To request a full or partial tour of Vacation, Holiday or Compensatory leave for the First Available Day (FAD).**

The First Available Day (FAD) is the date that becomes available at 0600 hrs three weeks (21 days) from your current duty date.

Partial leaves will only be granted in twelve-hour increments beginning at 0700 and 1900.

To request a (FAD) leave, email [FireFAD@cincinnati-oh.gov](mailto:FireFAD@cincinnati-oh.gov) with the following information in the body of the email:

- 1) Name.
- 2) District, Company and Unit assignment.
- 3) Five Digit seniority number.
- 4) Five Digit CHRIS number.
- 5) Type of leave requested. (full or partial Comp, Vac or Hol)
- 6) Date requested.

*Entries on the FAD log sheet will only display the emails received until the quota is filled, plus an additional four emails (4). All other emails will be archived.*

4. **To volunteer to "sell back" a tour while on a multi-tour leave in order to relieve a staffing shortage.**

**Only Regular Scheduled Annual Leaves can be sold back; No Additional Day leaves.**

To volunteer to sell back a tour of leave, email [FireSB@cincinnati-oh.gov](mailto:FireSB@cincinnati-oh.gov) with the following information in the body of the email:

- 1) Name & Rank.
- 2) District, Company and Unit assignment.
- 3) Five Digit seniority number.
- 4) Five Digit CHRIS number
- 5) Date & Type of leave willing to cancel.
- 6) Return phone number.

A member who has volunteered to sell back a "Regularly" scheduled leave must check their email after 2100 hours the night before their scheduled sellback to confirm their assignment. District 4 will include all leave sellback confirmation in the OT confirmation email.

Members who have had their sellback canceled may call D-4 and leave a phone number if they would like to be called in the morning, should another O.T. be required.

The email is for sellback only. To cancel a scheduled leave, follow the chain of command to the District.

5. **To request a Discretionary Leave.**

Discretionary Leave(s) may be requested after the final round of the Annual Vacation selections are completed. The Discretionary Leave shall allow a maximum of twenty-two (22) members to be on leave per tour. Discretionary leaves shall be based upon first request. Requests not approved will not be saved for future considerations. A member shall receive approval for no more than one Discretionary Leave per vacation cycle. The Discretionary Leave may be a single tour or a continuous multiple tour leave. Discretionary leaves must be one type of leave and will only be issued in 24-hour blocks.

To request a Discretionary leave, email [FireDL@cincinnati-oh.gov](mailto:FireDL@cincinnati-oh.gov) with the following information in the body of the email:

- 1) Name.
- 2) District, Company and Unit assignment.
- 3) Five Digit seniority number.
- 4) Five Digit CHRIS number.
- 5) Type of leave requested. (Vacation or Holiday)
- 6) Date(s) requested.

**6. Utilizing Sick with Pay (SWP) or Sick with Pay Family (SPF).**

All SWP or SPF emails to the "hotline" must be received prior to 0615 hours on the members scheduled tour of duty. The **member** utilizing SWP **must also** call their regularly assigned company and advise the "officer of the day" of his SWP usage.

To utilize SWP or SWPF, email FireSWP@cincinnati-oh.gov with the following information in the body of the email:

1. Name.
2. District, Company and Unit assignment. (Regularly assigned Co.)
3. Company member was detailed to, if applicable.
4. Five Digit seniority number.
5. Five Digit CHRIS number.
6. Type of leave. (SWP or SPF)
7. Date of Sick leave.
8. Illness or Injury

The email can only be used for SWP or SPF. All other SWP Leave types must be processed through the Chain of Command. (See current Labor-Management Agreement)

A member using **SWP** will remain off the track until returning to duty following the guidelines in the current Labor-Management Agreement and Procedure Manual. **SPF** leaves can only be used for up to 24 hours, and the member will automatically be placed back on the track for the next tour. (See current Labor- Management Agreement)

Any member failing to follow the above guidelines in reference to SWP/SPF notification, must submit a F-47 explaining why the G.O. was not followed. This may also subject the member to the disciplinary process.

**8. To return to duty after using two consecutive tours of Sick with Pay (SWP) or less.**

Emails to the hotline to return to duty must be received prior to 1700 hours the day before their tour of duty. In addition to emailing a return to duty from SWP using email, the **member** must also call their regularly assigned company. The **member** remains responsible for, and must always submit any SWP note applicable per current Labor Management Agreement.

Members are not permitted to use the email system to return to duty if they have been off duty for more than two (2) consecutive tours. Members must contact Human Resources Assistant Chief or District Chief to return to duty.

To call back on duty, email [FireRTD@cincinnati-oh.gov](mailto:FireRTD@cincinnati-oh.gov) with the following information in the body of the email:

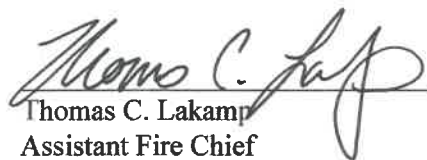
1. Name.
2. District, Company and Unit assignment. (Regularly assigned Co.)
3. Five Digit seniority number.
4. Five Digit CHRIS number.
5. Original SWP date.
6. Number of tours off SWP.
7. Date returning to duty.


Any member failing to follow the above guidelines in reference to Returning to duty from SWP, must submit a F-47 explaining why the G.O. was not followed. This may also subject the member to the disciplinary process.

**Mailbox Addresses:**

FireAL- Additional Leaves	<a href="mailto:FireAL@cincinnati-oh.gov">FireAL@cincinnati-oh.gov</a>
FireOQ- Over Quota	<a href="mailto:FireOQ@cincinnati-oh.gov">FireOQ@cincinnati-oh.gov</a>
FireFAD- First Available Day	<a href="mailto:FireFAD@cincinnati-oh.gov">FireFAD@cincinnati-oh.gov</a>
FireSB- Sell Back	<a href="mailto:FireSB@cincinnati-oh.gov">FireSB@cincinnati-oh.gov</a>
FireDL- Discretionary Leave	<a href="mailto:FireDL@cincinnati-oh.gov">FireDL@cincinnati-oh.gov</a>
FireSWP- Sick With Pay	<a href="mailto:FireSWP@cincinnati-oh.gov">FireSWP@cincinnati-oh.gov</a>
FireRTD- Return To Duty	<a href="mailto:FireRTD@cincinnati-oh.gov">FireRTD@cincinnati-oh.gov</a>

Consult the current Labor-Management Agreement for further information.

  
Thomas C. Lakamp  
Assistant Fire Chief

  
Roy E. Winston  
Fire Chief