

POLICIES AND PROCEDURES

STANDARD OPERATING PROCEDURES

Military Leave

SECTION II 3.0 – 3.1

November 29, 2012

Approved by R. Dale Horne – Fire Chief

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3.0 PURPOSE:

- a. In keeping with City Personnel Policy and Procedure V-120 and State Law 8-7-90, firefighters are entitled to 15 working days (180 shift hours) hours for military leave with pay during any calendar year.
- b. City policy requires the employee to provide written notification of a military obligation requiring leave of absence to the employee's supervisor as soon as possible.

3.1 PROCEDURE:

- a. Anderson City firefighters are required to provide documentation of a military leave assignment to his / her Battalion Chief as soon as possible.
- b. This is important to allow the Battalion Chief maximum flexibility in meeting the AFD's staffing requirements and supporting the military obligation of the firefighter.
- c. Failure to comply with this procedure may be reported to the Commanding Officer listed on the orders.
- d. If a firefighter's military obligation exceeds the 180 hour limit in a calendar year, the firefighter has three options:
 1. Use existing vacation or comp-time leave provided the shift does not fall below minimum staffing.
 2. Take the time off without pay.