

Station No. 1 Captain shall keep records of all sub-calls.

Collection and repayment of sub-calls shall be the responsibility of individual members.

It shall be the responsibility of individual subbing off to make up missed mandatory continuing education classes (Fire & EMS).

Subs may be paid back by exchanging hours or may be paid for in cash as agreed on by the two parties involved.

Section 4 - Vacations

Vacations shall be scheduled by Battalion Commanders and approved by the Chief of the department. Members shall accrue and be entitled to vacation in accordance with City Policy.

Section 5 - Sickness and injury while on vacations/holidays

Neither intermittent sick leave nor extended sick leave may be substituted for scheduled vacation or holiday times, should the employee become ill or injured during that period.

Section 6 - Holidays

The City Personnel Policy shall govern the number of holidays given to a member of the department. They are scheduled by the Battalion Commander, and approved by the Chief of the department. Vacation and holidays missed by on-the-job injuries will be rescheduled by the Battalion Commander and according to staffing requirements, with prior approval of the Deputy Chief of Operations.

Section 7 - Time Off for Bereavements

The following guidelines are to be followed by Operations Personnel:

1. Death of immediate family member (Spouse, Mother, Father, Sister, Brother, Son or Daughter, either natural, foster, step or adopted.)
 - a. Up to 36 hours (One and one-half shifts) of leave time allowed.
 - b. If more time is needed:
 - i. Vacation, holiday, or assigned time off (E-time) may be moved, if the scheduled cushion can be maintained, or
 - ii. Sub-leave will need to be arranged.
2. Death of related family member (grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, or brother-in-law.)
 - a. Up to 24 hours (one shift) of leave time allowed.
 - b. If more time is needed: