

Catawba County Emergency Medical Services

Annual Leave Requests

This guideline describes procedures employees must follow for requesting annual leave.

- At no time shall more than four members of a shift be scheduled off without the prior approval of the EMS Manager. This approval must be made at least 72 hours in advance of the requested annual leave.
- Submitting leave requests
 - The employee's direct supervisor should receive all annual leave requests at least two weeks prior to the date of the requested leave.
 - Requests that are submitted without proper notice must be approved by the employees Shift Supervisor or the EMS Manager.
 - Upon receiving this request the supervisor must check the calendar maintained on the "EMS Calendar" for employees with time previously scheduled.
 - If there are already four people scheduled off, the request will be denied.
 - If less than four are scheduled off, the supervisor should make note on the schedule of the person placing the request as well as the date the request was submitted.
 - Once a leave request has been submitted and approved, the employee cannot cancel that request without the approval of their immediate supervisor and the agreement of the employee who had planned to cover time.
 - Following this procedure, crew chiefs may fill their time and then inform the supervisor of this request. Likewise, supervisors may fill their time and then inform the manager.
 - Catawba County EMS realizes that employees often schedule vacations and other events well in advance and due to reservation deposits it is important for that employee to have his/her leave request submitted to ensure its approval before obligating. This is meant as a convenience to the employee and supervisors should monitor leave requests to ensure that everyone is treated fairly. Requests will be submitted no earlier than six months from the date the leave is to begin.
 - Holidays are important to all employees of Catawba County EMS and often there are several employees who wish to take leave. Employees must follow proper procedures for submitting leave requests for holidays as well. Supervisors should monitor the frequency of these requests by an employee to ensure all employees are given equal opportunity.

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- When an employee has requested time off months in advance, the EMS Manager reserves the right to rescind the approval if some circumstances change; for example, if the employee has a small annual leave balance. Likewise, if an employee has time off approved, and wants to rescind the request and work, the EMS Manager has the right to deny that request if other coverage has been arranged.

- Sick Call-ins
 - The on-duty Shift Supervisor should receive all sick call-ins at least three hours prior to the scheduled start time of the employee. The employee calling in is required to speak with the on-duty Shift Supervisor direct (i.e., e-mail, voice mail, etc.. is unacceptable).