

Catawba County Emergency Medical Services

Substitution of Time Worked and Make up of Leave Time

This guideline should explain the types of leave other than traditional vacation and sick leave. It should also explain the procedure for making up time taken for vacation or sick leave.

➤ Substitution of Time Worked:

The following portion is written in accordance with Section 553.31 Substitution—Section 7(p)(3) of the Fair Labor Standards Act:

- Two individuals employed by Catawba County Emergency Medical Services may agree, solely at their option and with the approval of the employer, to substitute for one another during scheduled work hours in performance of work in the same capacity.
- The employees' decisions to substitute for one another must be made freely and without coercion, direct or implied. An employer may suggest that an employee substitute or "trade time" with another employee working in the same capacity during regularly scheduled hours, but each employee must be free to refuse to perform such work without sanction and without being required to explain or justify the decision. An employee's decision to substitute will be considered to have been made at his/her sole option when it has been made (i) without fear of reprisal or promise of reward by the employer, and (ii) exclusively for the employee's own convenience.
- Catawba County is not required to keep a record of the hours of substitute work.
- An agreement between individuals employed by Catawba County to substitute for one another at their own option must be approved by the agency in advance. This requires that the agency be aware of the arrangement prior to the work being done, i.e., the employer (supervisor) must know what the work is being done, by whom it is being done, and where and when it is being done. If two supervisors are involved, then both must be aware. Approval is manifest when the employer is aware of the substitution and indicates approval in whatever manner is customary.
- Substituted time must be requested using a standard leave request form and must occur within the same workweek. This form must list the reason for the substituted time, and must be signed by both employees involved.
- An employee must substitute time with an employee having an equal level of certification. Substituted time is only allowed between full time staff members. Reserve employees cannot substitute time with a full time or part time employee under any circumstances.
- Substitute time will not be allowed for the purpose of allowing an employee to work a secondary job unless approved by the EMS Manager.

➤ Make Up of Leave Time Approved:

This guideline is meant to make this option simple to understand. If you have any questions, please contact your crew chief or supervisor.

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- When a full-time employee uses leave time (either sick or vacation) he or she may **choose** to identify themselves as available on the EMS Time Available list under the public folder in Outlook. The Crew Chiefs or Shift Supervisors will then monitor this list and contact you for shifts that may come available on the given days / times that you are available.
- Full-time employees will be allowed to use make-up time prior to reserve staff being paged. However, once a reserve is scheduled for a shift they will not be cancelled to accommodate a full-time make-up shift. With that in mind it is imperative for full-time staff wishing to utilize make-up time to identify themselves as soon as possible.
- An employee can only use this option after their respective leave time has been approved by their crew chief.
- This time can only be made up during the pay week in which it was taken.
- An employee will not be allowed to work more than two shifts consecutively unless approved by the EMS Manager.
- Partial shift vs. entire shift
 - Eight-hour employees are also invited to use this option but they will only cover 8 hours of that shift and reserve employees will be called in to cover the remainder of the shift, unless approved by the EMS manager.
 - You may not request partial shifts.