TOLEDO FIRE & RESCUE DEPARTMENT

B-29 Compensatory Time

Non-Emergency Manual

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Purpose

To provide a process for submission, approval, and documentation of Compensatory Time.

Policy/Procedure

Per the Local 92 Collective Bargaining Agreement (CBA) Section 2125.66, Compensatory Time states:

> "The Toledo Fire and Rescue Department shall approve three (3) compensatory time off requests for employees on any given tour. Individuals utilizing previously granted union release time will be included in that number. The request shall be submitted no more than sixty (60) days, but no later than 1900 hrs. of the member's tour before (3 calendar days) but at least two (2) tours, prior to the requested day(s) off unless an unforeseen emergency makes it impossible for the employee to give such notice. Where sufficient notice is given, the request will be approved, or denied, within two (2) tours of submission. If the request is made within two (2) tours the request will be approved or denied before the end of the tour when the request is made. The major holidays referenced in Section 2125.79 "Paid Holidays" are not subject to the above-referenced three (3) employee minimum.
>
> All requests for compensatory time off in excess of the above-referenced three (3) requests, shall be granted to members of the firefighting platoons whenever the forecasted manpower strength for the day and shift requested is at least two (2) members above the minimum manpower established for the entire City. The request shall be submitted no more than sixty (60) days, but at least two (2) tours, prior to the requested day(s) off. The request will be approved, or denied, within five (5) tours of submission.
>
> The Parties agree that, once a request for compensatory time off is granted, the approval cannot be

> rescinded by either Party.”

Approval Process:

1. Firefighters requesting to use Compensatory Time shall:

Member will verify they have enough accrued Comp Time Hours and that there are not three (3) Comp Time requests already granted on that date. Member will use Vector Scheduling, go to “Time Off Requests” and select “Comp Time Off” and request the date they would like off. Requests must be a minimum of 4 hours up to 24 hours. The request shall be submitted no more than sixty (60) days prior to the requested day.

All requests will be auto approved in Vector Scheduling and the hours will be deducted from your Comp Time Bank at time of the request.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b29

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