TOLEDO FIRE & RESCUE DEPARTMENT

B-74 Military Leave

Non-Emergency Manual

Date Revised: 11/15/2023

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Purpose:

To define the procedure for military orders

Procedure:

1. All military orders shall be documented with the Support Services Supervisor.

2. The Support Services Supervisor shall accurately reflect military orders on the member's Vector Scheduling.

3. All military members shall provide documentation providing their current military wage rate at the beginning of each fiscal calendar year.

4. Members on military leave 6 (six) months or greater shall notify Support Services Supervisor of their return for the purpose of scheduling re-entry training.

5. Kelly Day's stay marked as naturally scheduled.

6. Members cannot trade any Kelly Day that is a scheduled military day

7. Members reporting for military duty the morning following a working tour are permitted to leave at 19:00 hours the night before for preparation and drive time.

8. If military orders are given due to unforeseen circumstances, the member is to call in sick through Vector Scheduling and will be reimbursed of their sick time after providing the current and/or updated orders.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b74

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