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|  | Lower Providence Emergency Medical Service Standard Operating Guidelines | |
| | Subject: <i>Member Guidelines- Time Off Process</i> | SOG # 101-014 |
| | | Initiated: May 2021 |
| Approved: Chief Christopher J. Reynolds | Revised: September 2023 | |

Description: This SOG was developed to provide guidance for the governance of time off requests for LPEMS Membership.

Purpose: This intention of this guideline is to provide all members with the procedures of LPEMS as it relates to the Requesting usage of Paid Time Off (PTO).

Procedure: Per the LPEMS Handbook leave heretofore referred to as “Paid Time Off”, is an authorized absence during regularly scheduled work hours that is preapproved by the proper authority. Time off requests may be authorized with or without pay in accordance with Federal, State, and Local Law and the available PTO time accrued.

1. For time off requests utilizing PTO:
 - a. Time off requests must be submitted thirty (30) days prior to the date(s) requested.
 - b. Time off requests will be granted on a first come first served basis.
 - c. Time off requests will only be accepted as far out as one hundred and eighty (180) days in advance.
 - d. No more than two (2) persons per platoon (Full-Time Staff) may be granted time off at the same time. Management reserves the right to approve time off requests beyond this limit on a case-by-case basis dependent upon the availability of minimum staffing.
 - e. Members requesting time off without an adequate amount of PTO will be uncompensated.
 - i. Ability to forward or grant PTO extensions at the discretion of Director.
 - f. Once the shift(s) referenced on the time off request have been filled, the time off request may not be rescinded except for the following reasons:
 - i. The member requested time off for training and it was cancelled,
 - ii. The member requested time off for a medical appointment or procedure and it was canceled.
 - iii. The member requested time off for court and the court date was cancelled or rescheduled.
 - iv. Relinquishing a shift that has been filled is at the sole discretion of the member filling that shift.
 - g. Operations may deny PTO requests based on the overall mandatory minimum staffing levels.

2. For time off requests for approved training hours:
 - a. Members are responsible for submitting a time off request or shift trade for approved training hours that conflict with a scheduled shift.
 - b. Time off requests for approved training must be submitted no less than two weeks prior to the start of approved training.
 - c. Time off requests for training will not be approved until the training has been approved by the Chief.

- d. Members will be required to use PTO should requested training time off not be equivalent to their approved training hours or listed as approved training.
 - i. Full-Time and Permanent Part Time Members with Education Time Bank.
3. Due to difficulty in covering vacancies on holidays, time off requests for major holidays will only be accepted if suitable coverage has already been secured. Major holidays have been identified as:
 - a. New Year's Day.
 - b. Independence Day.
 - c. Thanksgiving Day.
 - d. Christmas Day.
4. Employees requesting time off must submit a Time Off Request via When to Work (W2W).
5. Time Off Requests will indicate which type of leave the employee is utilizing.
 - a. PTO
 - b. Education Time
6. Time off may be denied or canceled by Management if:
 - a. A suitable substitute/replacement is not found or assigned,
 - b. Granted time off will result in personnel manning below the acceptable minimum staffing standards.
 - c. Time-off requests are not submitted within the appropriate time frame.
 - d. Major events in the Township(s) or County warrant the cancellation of leave.
7. Members who submit PTO within the prescribed timeline should expect feedback within two (2) weeks after submittal however, they should not consider their requested time off approved until they receive notification of approval via W2W, and their personal schedule reflects the requested time off.



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