



General Order Number: 07-04	Effective Date: January 2010
Division: Fiscal Affairs	
Chapter: Leave Donations	
By Order of the Fire Chief: Marc S. Bashoor	Revision Date: N/A

POLICY

This General Order shall set forth the policy of the Fire/EMS Department for leave donations.

DEFINITIONS

N/A

PROCEDURES / RESPONSIBILITIES

Leave Donations

Leave donations may be requested for extended sick leave of employees, only in accordance with FMLA requests. Employee must exhaust all of their available leave type (including furlough leave, if applicable) prior to use of leave donations.

Member of the International Association of Fire Fighters, Local 1619, who are in need of leave donations, must utilize the Union's sick leave bank. The rules and procedures for applying sick leave hours from this bank may be obtained through the Union.

NOTE: In accordance with Administrative Procedure 284, the Fire Chief has the final authority for granting leave donations.

Employees who are not members of the International Association of Fire Fighters, Local 1619, and are in need of leave donations, must forward the appropriate form to the Risk Management office. Employees are responsible for obtaining leave donations and approval prior to absences for which the leave donations will be used.

Leave must be preapproved and in accordance with available leave balances. Therefore, it is each employee's responsibility to ensure that there is available leave to cover their absence, before requesting leave. If an employee requests leave in a greater amount than their leave balance, he or she must indicate that the difference will be taken as leave without pay (LWOP).

All employees must have the appropriate approvals (i.e., approved donations, leave in advance or leave without pay) prior to the end of the pay period for which the leave will be utilized. Submitted timesheets reflecting leave but no available leave balance will be automatically charged as absent without leave (AWOL).



PRINCE GEORGE'S COUNTY, MARYLAND FIRE/EMERGENCY MEDICAL SERVICES DEPARTMENT GENERAL ORDER

All leave donation forms are processed through the Risk Management office for the Fire Chief's approval and coordination with the employee for proper accountability. The approved leave donation forms are submitted each pay period for the number of hours needed.

Extenuating circumstances of an emergency nature will be at the discretion of the Fire Chief.

With the conversion to electronic timesheets (ETS), the use of leave donations must be recorded utilizing the appropriate leave donation code. In addition, the supervisor for the employee donating the leave must enter a transaction for the leave donation. Comments are required for both the leave donor and the recipient, including names and hours of donation.

REFERENCES

N/A

FORMS / ATTACHMENTS

N/A

