St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 01-03-04 Time Off for Association Business and Other Events

Document Type:	Operational Guideline
Status:	
Issued By:	Administration
Index:	01 Organization
Section:	03 Administration
Title:	04 Time Off for Association Business and Other Events

Purpose

To establish guidelines for granting time off for Association business and other events where employees represent the Department.

Background

This replaces Policy # 5, dated 1993-10-01.

Time off for Association Business is defined in the current Collective Agreement between the City and Local 1075.

Procedure

For the purpose of evaluation requests for time off, the following categories and considerations exist:

1. **Union Business**

   a. Requests will be submitted by a member of the Executive on behalf of an employee.
   b. Requests for four (4) hours or less is to be submitted to the appropriate Deputy Chief.
   c. Requests for more than four (4) hours are to be submitted to the Director (Fire Chief).
   d. Sufficient notice must be given for requests.

2. **Charity/Volunteer**

a. Requests will be submitted to the Director (Fire Chief).
b. Sufficient notice must be given for requests.
c. There will be no direct cost to the Department.
d. In-kind services will be considered and if approved, conditions clearly defined.
e. Time off will be considered if there is no direct cost to the Department.

3. **Other**

a. Requests will be submitted to the Director (Fire Chief).
b. Sufficient notice must be given for requests.
c. There will be no direct cost to the Department.
d. In-kind services will be considered and if approved, conditions clearly defined.
e. Time off will be considered if there is no direct cost to the Department.

Approvals
Director/Chief of SJRFD

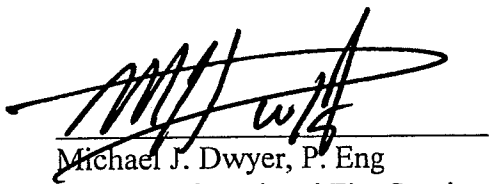
Approval Date
2005/06/15

Revision Date

Rescind Date

Responsibility
St. John's Regional Fire Department

POG # 01-03-04
Approved By:



Michael J. Dwyer, P. Eng
Director of Regional Fire Services
(Fire Chief)

2005/06/06
Date

Appendix/Appendicies
None