

LEON COUNTY E.M.S.

Standard Operating Guideline

Title: Reporting Off
Effective: June 1, 2005
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Pages: 1

I. PURPOSE:

To provide guidelines for EMS field employees to notify LCEMS that they will not be reporting for a pre-scheduled shift.

II. GUIDELINES:

In rare instances, illness or emergencies may arise that will require an employee to call off work. Employees must provide as much notice as possible, preferably 8 hours, so that they can be replaced and their absence does not negatively impact the services provided by LCEMS. To be eligible for sick or annual leave payment the employee must notify LCEMS as soon as the employee knows they will be absent from work.

III. PROCEDURE:

- If outside of 8 hours from the start of the shift, the employee shall utilize the TeleStaff™ system to enter the sick day for the shift. (Note: TeleStaff™ requires supervisor authorization for sick days entered within 8 hours of start time, on a special day, or if the employee has accrued more than 2 sick days in the previous 6 month period.)
- If it is within 8 hours of the start of the shift, or the employee is unable to enter the sick day into TeleStaff™, the employee shall telephone the System Controller at 921-0900 and provide the following information:
 - Name of employee calling off
 - Shift
 - Nature of circumstances
 - Anticipated date of return
- The System Controller shall notify the on-duty supervisor and enter the shift vacancy into the TeleStaff™ system.
- Unless extended sick leave has been granted, sick leave shall be called in daily by the employee.

- If an employee is pre-scheduling a sick day due to a procedure, the employee must provide a Physician's excuse to the on-duty supervisor prior to the scheduled procedure date.