

TITLE STAFFING POLICY MANUAL	SECTION 2	DEPARTMENT F I R E-RESCUE
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2.0 Purpose

This section establishes the policies and procedures governing the request and processing of departmental leaves for personnel assigned to the Operations Division.

2.1 Leave Types

Leaves covered by these policies and procedures include: Annual Leave (AL), Bereavement Leave (BL), Compensatory Leave (CT), Discretionary Leave (DL), Day-Off-Trades (DOT), Emergency Leave, Floating Holiday (FH), scheduled City Holidays (HD), holiday trades, Industrial Leave (IL), Jury Duty (JD), Light Duty (LD), Parental Leave, Special Assignment (SA), Witness Duty and Unpaid Leaves of Absence.

This policy does not apply to job-protected leaves, including but not limited to leaves covered under the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Long Term Disability (LTD), Military Leave (ML) or Americans with Disability Act (ADA).

2.2 Minimum Hours for Processing of Leaves by Staffing Desk

- A. The staffing desk will only process department/personnel leaves that are for a minimum of eight hours.
- B. Requests for ALTO/CDTO of 11 hours or less and day-off-trades of any time frame must be entered into TeleStaff by the requestor and trade partner prior to the time worked to facilitate the maintenance of accurate payroll and staffing records; however, staffing desk personnel will take no action on these requests.

2.3 Maximum Number of Leaves Permitted per Rank and Shift

- A. Only the following numbers of each rank will be allowed off-duty per shift for any combination of Annual Leave, Compensatory Leave, Discretionary Leave or Floating Holiday:
 - 1. Deputy Chief of Operations – (1)
 - 2. Battalion Chief – (2)
 - 3. Captain – (12)
 - 4. Engineer – (12)
 - 5. Firefighter – (12)
 - 6. Firefighter/Paramedic – (12)
 - 7. Single-Role Paramedic – (1)
- B. Once these limits per shift are reached, personnel must arrange an annual leave trade-off (ALTO/CDTO) or use other approved leave types to take the time off.
 - 1. Personnel requesting to use ALTO/CDTO in this case must email the staffing desk with their request. If qualified personnel (i.e., similar

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rank) are still available on the picklist after the afternoon fill (1300 hours – 1430 hours), the staffing desk will convert the ALTO/CDTO, of 12 or 24 hours, to AL/CD and assign personnel based on their position on the pick -list.

If no qualified personnel are on the picklist, the requestor will be responsible for securing their own relief for the ALTO or CDTO.

2. ALTO/CDTO greater than four hours will not be permitted in a rank that has unfilled vacancies and/or mandatory callback assignments, of the same rank, on the daily roster.

2.4 Submission of Requests for Leave

- A. Personnel are required to become familiar with and follow the guidelines and policies in the TeleStaff User Manual (computer system access), the Staffing Policy Manual, and the TeleStaff Reference Guide (telephone system access).
- B. All leave requests, regardless of duration or type, must be entered in the TeleStaff System, either by computer or by telephone, using the following guidelines:
 1. All personnel are responsible for scheduling their own leaves in TeleStaff except as noted below.
 2. Leaves can be scheduled a maximum of 365 days in advance.
 3. Personnel will be permitted to reserve a maximum number of future hours in Telestaff through the use of Annual Leave (AL), Compensatory Time (CD) and Discretionary Leave (DL). This “bucket” will track time on a rolling year so that additional time-off can be reserved as bucketed hours are utilized or removed. The current limit is set at 288 hours and may be adjusted by Local 145 but in no case will this number ever be set lower than 288 hours.
 4. Scheduled Leaves - Leaves submitted a minimum of 20 hours prior to the beginning of the effective shift are considered scheduled leaves.
 - a. Scheduled leaves are limited 12 or 24 hours and must begin and end at the following times: 0800-2000, 2000-0800, or 0800- 0800 hours.
 1. See agreed-upon Helicopter Rescue Medic (HRM) schedule.
 - b. Scheduled leaves are not tracked for purposes of potential disciplinary action.

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5. **Unscheduled Leaves** - Leaves, with the exception of annual leave trades-off or comp day trades-off (ALTOS/CDTOs), submitted less than 20 hours prior to the beginning of the effective shift (by 1200 hours the day before) are considered unscheduled leaves. This includes the extension of previously approved leaves of less than 24 hours.

a. If personnel are on the picklist and a leave request does not create a mandatory callback, the staffing desk will enter the appropriate leave requested (annual leave, comp time, discretionary leave).

b. All unscheduled leaves called in to the staffing desk prior to 2030 hours the evening before will be entered for the 12- or 24-hour duration requested.

If a need/desire to take leave occurs after 2030 hours, the requestor must contact the staffing desk between 0600- 0630 hours of the effective date to make the request. The leave will be entered for 24 hours only and will be tracked as unscheduled leave.

c. If unexcused, the cancellation of an overtime assignment after 0630 on the day of the scheduled overtime will be treated as UL unless eligible personnel are available to backfill from the picklist (per Section 3.5.B of Staffing Manual).

d. Once personnel exceed 24 hours of unexcused unscheduled leave in a quarter or 48 hours in a rolling year, they will be subject to progressive disciplinary action for each occurrence. Discipline is based upon the last level of active discipline in the personnel's file.

Discipline Type	Length of time in Employee's File
Verbal and Written Warning	1 Year
Written Reprimand	2 Years
Suspension	2 Years

1. **Unscheduled Leave** will be excused when illness or a medical condition to personnel or immediate family member requires intervention by a health care provider (i.e., Physician, Physician Assistant, Nurse). Personnel must submit verifiable documentation to SDFDProfessionalStandards@sandiego.gov within five working days.

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2. Unscheduled Leave for extraordinary situations will be considered by the Deputy Chief of Employee Services, and may be excused, on a case-by-case basis. Personnel must submit an explanatory email within five working days to SDFDProfessionalStandards@sandiego.gov and CC the immediate supervisor, stating their reason for the UL and including any relevant documents. Requests for exemption after five working days from the date of their UL or that lack supporting documentation will not be accepted or approved. For 56-hour personnel, each working shift constitutes two “working days” for the purpose of determining time limits for submitting an exemption.
 - d. When requesting exemption for a UL, personnel are required to identify whether their leave is related to a job-protected leave (i.e. FMLA, CFRA, PDL, ADA, etc.). Staffing desk personnel are not to inquire as to the specific illness resulting in the absence.

6. Annual leave trades-off (ALTOs) & Comp Day Trade-Off (CDTO) are exempt from the unscheduled leave policies and shall be processed as follows:
 - a. Personnel requesting an ALTO/CDTO of four hours or less must identify their own relief and enter the leave in TeleStaff no later than the beginning of the ALTO.
 - b. Personnel requesting ALTO/CDTO with a duration greater than four hours up to a maximum of 11 hours must identify their own relief and email the Staffing Desk to enter the time. ALT/CDT between 4 and 11 hours will only be permitted in accordance with Section 2.3.B.2.
 - c. Once the maximum number of leaves permitted per rank and shift have been met, personnel will be permitted to arrange ALTOs for up to 24 hours only after the pick-list has been exhausted; and all roster vacancies in their respective rank are filled; and no mandatory callback assignments in their respective rank exist.

If personnel schedule an ALTO of 11 or less hours and then extends the leave to 12 or more hours, the shift extension will be filled in accordance with the normal staffing policies. Personnel working the original assignment will be permitted to leave upon the arrival of a suitable replacement.

7. Blocked Days - Only staffing desk personnel are permitted to enter leave

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requests in TeleStaff on the blocked days listed below.

- a. New Year's Day
- b. Valentine's Day
- c. Sports Club Easter Egg Hunt
- d. Easter
- e. Mother's Day
- f. Father's Day
- g. Memorial Day
- h. Independence Day
- i. Firefighter's Picnic
- j. Labor Day
- k. Firefighter's Ball
- l. Veteran's Day
- m. Halloween
- n. Thanksgiving
- o. Christmas Eve
- p. Christmas Day
- q. New Year's Eve

8. Personnel requesting leave on a blocked day must contact the staffing desk to make the request. The staffing captain will review and approve the leave request if it complies with the Staffing Policy. All policy exceptions must be approved by the Battalion One Chief.
9. Deputy Chiefs of Operations requesting leave on a blocked day must pre-arrange an annual leave trade with a battalion chief on the pick-list. The selected battalion chief may either work the deputy chief of operations out-of-class assignment (OCA) or, if a battalion chief from that division is willing to work the deputy chief of operations OCA, the battalion chief doing the ALT will work in relief of the battalion chief working the deputy chief of operations OCA.
10. The staffing captain will notify Battalion One of any personnel taking unscheduled leave on a blocked day.
11. Leaves on any day listed as "blocked" (Section 2.4.B.6) will be limited to DOT, ALTO, CDTO, BL or UL.
12. Unexcused Unscheduled Leave (UL on blocked days will result in discipline progressing by two steps).

2.5 Leave Request Forms

A. Staffing Desk

1. Type of Leaves Requiring Request Forms

- a. Light Duty and Industrial Leave – memos are prepared by Employee Services Division

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- b. Special Assignments – memos are prepared and routed by the Department staff requesting special assignment status for personnel
 - c. Special Leaves of Absence – memos prepared and routed by Employee Services Division
 - c. Training and/or EMS Rotations – memos prepared and routed by Training or EMS staff
 - e. Temporary Station Assignments – memos prepared and routed by captains and/or battalion chiefs
2. Leave Request Form Format
- a. All requests for leaves listed under Section 2.5.A.1 must be made on the approved leave request form. This form can be found in the “Forms” folder on the “M” drive of all Department computers under the title of “Staffing Desk Leave Request Form.”
3. Timeline for Submission of Requests
- a. Whenever possible, leave requests should be submitted a minimum of seven days prior to TeleStaff initial seven-day fill.
4. Routing of Requests
- a. All leave requests are to be emailed in advance to the staffing desk at SFDTeleStaffDesk@sandiego.gov.
 - b. No pre-approval by the Battalion One chiefs is required for routine requests that conform to department policy.
 - c. Any leave request that does not conform to existing policy and/or is not submitted on the form specified in Section 2.5.A.2 will be rejected by the staffing captains and forwarded to the Battalion One chiefs for follow-up with the requestor.
5. Confirmation of Emailed Requests
- a. Staffing desk personnel will confirm receipt of emailed staffing requests via email reply to the requestor.

B. Payroll Section

- 1. Form CS-1425A must be submitted for all leaves, regardless of duration, with the exception of Day-Off Trade, Industrial Leave

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and leaves of absence in excess of 31 days (contact payroll specialist for appropriate form).

All leave request forms must bear the approval signature of the supervisor.

2.6 Leave Approval/Denial by Supervisors

- A. All leaves, with the exception of UL, must be approved by the supervisor in advance.
- B. Supervisors may only deny a request for leave if the leave will result in the requestor missing a scheduled in-service training or physical abilities evaluation which cannot be made-up through attendance at another scheduled session.

2.7 Leave Request Changes and Cancellations

- A. Leave Request Changes and Cancellations

Personnel whose leave has been posted in TeleStaff may change or cancel their leave as follows:

- 1. If the leave request has not been processed by TeleStaff (i.e. no substitute has been selected), personnel may remove the leave request from their TeleStaff calendar.
- 2. Where a suitable substitute or an overtime worker has already been selected and named in TeleStaff, the requestor must submit an email specifying) the change or cancellation request to the staffing desk by 2030 hours the evening before the effective date.

Note: Annual Leave trades and Day-Off Trades are not restricted by this policy and can be changed or cancelled up to the effective date and time, but not after.

2.8 Insufficient Leave Policy

- A. Personnel represented by Local 145 who request and take time-off without sufficient leave balances in Annual Leave or Compensatory Time to cover the number of hours requested will be subject to discipline.
 - 1. Request for Exemption of Annual Leave Denial
 - a. Personnel who request to have their Annual Leave denial exempt due to extenuating circumstances must submit an email with supporting documentation (e.g. a report from a physician, birth or death certificate or other relevant documentation) to

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the Deputy Chief of Employee Services, or their division head if they are not assigned to Operations. This email request must be received by the Deputy Chief on the personnel's regular duty or within five working days after the Annual Leave denial (whichever occurs last) to be considered for exemption.

- b. Initially, personnel may be charged with an Annual Leave denial; however, it will be subsequently reversed if approved by the deputy chief.
- c. If the Deputy Chief of Employee Services approves the exemption, personnel will be allowed to use "Red A" approved leave of absence without pay.
- d. If personnel fail to request an exemption within the stated time limits, the leave time will be listed as an annual leave denial and will be carried as "Red K" unauthorized leave of absence without pay.

2. Annual Leave Denial on Blocked Days

- a. If any unexcused Annual Leave denial occurs on any of the blocked days listed in Section 2.4.B.6, the Annual Leave denial will be considered UL and will be subject to Deputy Chief review and progressive discipline.

3. Administrative Notifications Regarding Personnel on Leave Use Restrictions

- a. Employee Services will provide current information regarding personnel who have been restricted and/or released from restriction in their use of leave to the following:
 - 1. Deputy Chiefs
 - 2. Battalion One Chiefs
 - 3. Staffing Desk

2.9 Failed Trade Policy

A. Personnel who fail to complete trades will be subject to discipline.

1. Request for Exemption of Failed Trade

- a. Personnel who desire to have their failed trade excused due to extenuating circumstances are required to submit an FD-7, and supporting documentation (e.g. report from physician, birth or death certificate or other relevant documentation) to the Deputy Chief of Employee Services.

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This request must be received by the Deputy Chief not later than the end of the first shift back on the personnel's regular duty or five calendar days after the failed trade (whichever occurs last) to be considered for exemption.

- b. If the Deputy Chief of Employee Services approves the exemption due to personnel who failed the trade being on a strike team or other Department business, no annual leave will be taken from personnel and personnel will be required to reschedule repayment of the lost trade hours to the Department (i.e. personnel will be scheduled to work an overtime shift by the staffing desk, however, Payroll will post the hours worked during this shift as a trade pay back and personnel will not receive overtime compensation.).
- c. If the Deputy Chief of Employee Services approves the exemption due to personnel who failed the trade providing proof of an acceptable non-Department related circumstance (e.g. report from physician, birth or death certificate or other relevant documentation), personnel may exercise either of the two options that follow. In either case, they will be exempt from the failed trade offense designation.
 - 1. They can elect to use accrued annual leave to pay back the trade hours lost.
 - 2. They can elect to have any annual leave taken as result of the failed trade reinstated and reschedule payment of the lost hours to the (i.e. personnel will be scheduled to work an overtime shift by the staffing desk) however, Payroll will post the hours worked during this shift as a trade pay back and personnel will not receive overtime compensation.
 - 3. It shall be personnel's responsibility to notify Payroll of the repayment method selected.
- d. Personnel who do not request an exemption within the required timeframe will have the failed trade listed as such.
- 2. Administrative Notifications Regarding Personnel on Trade Use Restrictions
 - a. Employee Services will provide current information regarding personnel who have been restricted and/or released from restriction in their use of trades to the following:
 - 1. Deputy Chief of Operations

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2. Battalion One Chiefs
3. Staffing Desk

2.10 Leave Type Criteria

- A. Annual Leave (AL), Annual Leave Trade-Off (ALTO), Comp Day (CD) and Comp Day Trade-Off (CDTO)
 1. Restricted Dates
 - a. Annual Leave/Comp Day will not be approved on the blocked days listed in Section 2.4.B.6.
 - b. ALTO/CDTO may be approved on the blocked days listed in Section 2.4.B.6.
 2. Minimum Hours
 - a. Annual Leave/Compensatory Time-Off – 12 or 24 hours only
 - b. ALTO/CDTO – 11 hours or less except on the blocked days listed in Section 2.4.B.6
 1. ALTOs/CDTOs of up to 11 hours may be scheduled on any day in accordance with Section 2.4.B.6.
 2. ALTOs/CDTOs of 12 or more hours will not be approved unless the maximum number of leaves permitted per rank and shift (See Section 2.3A) has been met for that shift or the ALTO/CDTO is for a blocked day.
 3. Additional Criteria
 - a. Scheduled ALTO/ALTW or CDTO/CDTW will be cancelled up to the date/time of the leave requested if it is determined that unassigned personnel are available to staff the vacancy.
 1. Cancellations will be made in reverse order of TeleStaff entry date up to the number of unassigned personnel available to fill the vacancies.
 2. Personnel who had been scheduled for ALTO/CDTO will have their leave request converted to AL.
 - b. Leave on blocked days, listed in Section 2.4.B.6 will be limited to DOT, ALTO, CDTO, BL, UL.
- B. Bereavement Leave (BL)
 1. Restricted Dates – None

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- 2. Minimum Hours – Eight
- 3. Additional Criteria – Refer to the Local 145 MOU, and other sections as applicable

C. Discretionary Leave (DL)

- 1. Restricted Dates
 - a. Discretionary leave shall not be approved on the blocked days listed in Section 2.4.B.6.
- 2. Minimum Hours - 12 or 24 hours only

D. Day-Off-Trade (TO/TW)

- 1. Restricted Dates - None
- 2. Minimum Hours - None
- 3. Additional Criteria
 - a. Trades will be limited to exchanges of scheduled work shifts, time for time, between two personnel of the same classification. Trades are strictly between the two personnel and are not the responsibility of the City or Department, as no trade balance hours are tracked.
 - 1. Trades may be scheduled up to one year in advance.
 - 2. Both parties of a trade (all hours) must be completed within one year from the date of the first part of the trade.
 - 3. Three-or more-way trades are prohibited. This specifically prohibits personnel working a trade day from taking a portion of the shift off via second trade of time or an ALTO/CDTO.
 - b. Requestor must enter the trade in TeleStaff with a suitable substitute named. The substitute shall enter a date for payback that is within one year from the date of the first part of the trade.
 - c. If desired, personnel may arrange for a 24-hour trade to be paid back in no more than three installments. Each installment date must be entered separately in the TeleStaff system.
 - e.g. - A 16-hour trade may be repaid in two 8-hour installments. Both parties of the trade must be entered in equal

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times. Example: 16 hours off September 27 for eight hours worked October 10 and eight hours worked October 12. This trade must be entered - Sept. 27, eight hours off for Oct. 10, eight hours work; Sept. 27, eight hours off for Oct. 12, eight hours work; using the proper time slots.

- d. All personnel who are not regularly assigned to a station and have not yet been assigned for the shift in question, must use Unassigned Trade Off/Unassigned Trade Working (UTO/UTW) when requesting a day-off trade.
- e. Once entered, a UTO/UTW code can only be altered by staffing personnel. Change requests must be emailed to the staffing desk with the requested change by no later than 0800 hours on the effective date.
- f. If personnel enters a trade and is unable to complete that trade due to promotion, they can complete the trade by working down a classification. They cannot complete the trade if the other person was promoted and must then repay the trade with Annual Leave, compensatory time or discretionary leave. Personnel who cannot repay the trade must send an email to Payroll explaining the situation and follow Payroll's direction.
- g. Refer to the Local 145 MOU, Article 2, and other sections as applicable.

E. Industrial Leave/Light Duty (IL/LD)

- 1. Restricted Dates - None
- 2. Minimum Hours - Eight
- 3. Required Forms
 - a. RM-1634 and/or medical certification (if not job-related) emailed or submitted to Employee Services specifying the period of absence and/or work restrictions, if any. Employee Services will notify the staffing desk, via email with a staffing memorandum.
- 4. Additional Criteria
 - a. Personnel placed on Industrial Leave or light duty must immediately notify Employee Services via email.
 - b. Employee Services will notify the staffing desk as soon as possible regarding any personnel status changes, via emailed memorandum.

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c. If illness/injury occurs during periods when Employee Services staff is unavailable, i.e. weekends and city holidays, please notify the Battalion One Chief as well.

5. Return to Full-Duty

a. Personnel who have been released to full duty must immediately email and notify Employee Services and provide a written medical release.

b. Employee Services will notify the staffing desk of personnel with clearance to return to work and the effective date, via emailed memorandum.

c. If Employee Services staff is not available, the Battalion One Chief must be notified and provided with the necessary written medical release.

d. Personnel who have been on Industrial Leave/Light-Duty for more than 60 days will be required to successfully complete the Physical Abilities Evaluation (PAE) prior to their return to full-duty.

e. If personnel passes the PAE on a day that their division is working, they will complete the remainder of their workday in the light duty position and return to their station assignment on the next shift. This delay in return shall not have a negative effect on personnel leave balances.

F. Jury Duty (JD)

1. Restricted Dates - None

2. Minimum Hours - None

a. If released prior to end of the scheduled relief, personnel must return to work or use AL for the work hours to be missed.

3. Additional Criteria

a. Personnel on telephone standby may notify the staffing captain via telephone the night before or morning of actual call to jury-duty service.

G. Military Leave (ML)

1. Restricted Dates - None

2. Minimum Hours - Eight

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- 3. Additional Criteria
 - a. Personnel on emergency activation must notify the battalion one chief via telephone and email a copy of their activation orders as soon as practical.
 - b. Personnel on routine activation must email a copy of their activation orders to the Payroll Section of Employee Services as soon as possible.
 - c. Personnel are responsible to input their own ML/MWD in TeleStaff.
 - d. Refer to the Local 145 MOU, Article 28, and other sections as applicable.

H. Special Assignments (SA)

- 1. Restricted Dates - None
- 2. Minimum Hours - Eight
- 3. Additional Criteria
 - a. All special assignments that require personnel to be absent from their normal assignment must be pre-approved in writing by their division director or designee. It is the responsibility of the division director or designee to forward these requests to the staffing desk.

I. Special Leaves of Absence without Pay (SLWOP)

- 1. Restricted Dates - None (subject to approval by Division Head)
- 2. Minimum Hours - Eight
- 3. Required Forms
 - a. Request for leave of 30 days or less
 - 1. Personnel submit [Form CS1425A](#) through their chain of command to their division head for approval. Completed form then submitted to Payroll.
 - b. Request for leave of 31 days or more
 - 1. Personnel submit [Form CS-1425D](#)(SLWOP) SLWOP forms should be emailed to Employee Services (SDFDEmployeeServices@sandiego.gov) for processing. The completed form is then submitted to Payroll.

J. Witness Duty - See Jury Duty

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2.11 Return to Full-Duty Following Extended Leave

- A. Personnel who have been on extended periods of leave may be required to undergo physical, basic skills, and specialty skills testing and/or refresher/recertification training prior to being cleared for a return-to-Operations duty.
 - 1. Leaves of Absences of 60 days or more due to injury/illness will require personnel to successfully complete the PAE prior to their return to Operations duty.
 - 2. Leaves of Absences of ninety 90 days or more for any reason will require paramedic certified personnel to contact the EMS Division to determine what will be required to return-to-duty as a paramedic under current EMS policies.