

# Standard Operating Procedures Manual

## **City of Poquoson Fire and Rescue**



### **City of Poquoson Fire and Rescue**

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### **GENERAL ADMINISTRATION**

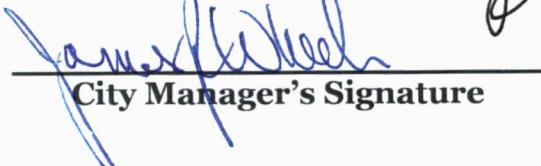
**SOP#:** GA 13.00

**Title:** Annual and Bereavement  
Leave

**Effective Date:** 02/01/2009

**Revised Date:** 04/24/2023

  
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**Fire Chief's Signature**

  
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**City Manager's Signature**

### **Annual and Bereavement Leave**

#### **I. PURPOSE**

To provide guidance for career personnel with regard to annual leave and funeral leave.

This SOP is not all-inclusive and cannot encompass all situations that may be encountered.

#### **II. APPLICABILITY**

All career staff.

#### **III. RESPONSIBILITIES**

Department personnel shall be responsible for understanding their city benefits and complying with city policies.

**IV. POLICY****A. Annual Leave**

The Department follows the policy and definitions outlined in the City of Poquoson Personnel Manual Section 15.

One person will be allowed off on annual leave per shift per day. If the shift is fully staffed a second person will be allowed off so long as the on-duty shift remains at minimum staffing without needing overtime. Leave may be requested up to 6 months in advance and will be granted based on seniority for those leave requests submitted in the 1<sup>st</sup> week of each month that opens the 6<sup>th</sup> month.

<b>Month Requested</b>	<b>Seniority Applies:</b>
January	1 <sup>st</sup> week of July
February	1 <sup>st</sup> week of August
March	1 <sup>st</sup> week of September
April	1 <sup>st</sup> week of October
May	1 <sup>st</sup> week of November
June	1 <sup>st</sup> week of December
July	1 <sup>st</sup> week of January
August	1 <sup>st</sup> week of February
September	1 <sup>st</sup> week of March
October	1 <sup>st</sup> week of April
November	1 <sup>st</sup> week of May
December	1 <sup>st</sup> week of June

**B. Bereavement Leave**

As a benefit for all regular, full-time City employees, paid bereavement leave is available to personnel for the purpose of attending to family needs that arise in connection with the death of a member of the employee's immediate family. The Department follows the policy and definitions outlined in the City of Poquoson Personnel Manual Section 24.12.

The Department will comply with the procedures outlined in the City of Poquoson Personnel Manual.

The employee's time off from work, because of death in the immediate family, must be taken immediately following the death. (Refer to Personnel Manual, Section 24.12 for definition of *immediate family*).

It is the employee's responsibility to ensure the Department Head is notified immediately.