



# **Clarke County Fire and Rescue**

## **Standard Operating Guideline**

<b>Subject:</b> Personnel-Educational Leave	<b>SOG:</b> 300.06	<b>Page 1 of 3</b>
<b>Category:</b> Personnel – Educational Leave		<b>Sub Category:</b> Educational Leave
<b>Approved by:</b> Fire and EMS Director		<b>Effective Date:</b> 8/1/2017

### **Purpose**

To establish the process that must be followed when an employee wishes to be compensated for attending a seminar or other training session that isn't being held or sponsored by the department. It was promulgated to enable members to attend training classes and seminars conducted by outside agencies and organizations.

### **Definitions**

The following definitions have been adopted for use;

- Member – Any member of any type of any of the three Clarke County Volunteer Fire-Rescue Departments
- Employee – Any employee of the Clarke County Department of Fire, EMS and Emergency Management

### **Procedure**

#### CAREER (Employees)

1. If an employee wishes to obtain approval to travel on behalf of the department or attend a training class or seminar, the employee must complete a request for leave using the staffing system at least 30 days prior to the class or seminar. If the employee is not working for the scheduled days this request still must be submitted through the staffing program.
2. When the employee submits the request they shall include the following in the "Notes to Scheduler" section;
  - a. Requests expenses – Cost of classes, estimated cost of travel, ect
  - b. Class information – The name and type of class or seminar requesting
  - c. Additional requests – Items such as per diem, special equipment, ect
3. The request will be reviewed by the staffing officer with recommendations made to the Director of Fire and EMS.

4. The Director will use the following criteria when reviewing the Educational Leave request;
  - a. Cost of the training or seminar
  - b. The time allotted away from work (if applicable)
  - c. The information about the class; type of class, relativity to department, ect
5. If the request is denied by the Director, a reason will be placed in the comments section and back to the employee through the staffing program. Example – Denied – No significance to organizational priorities
6. If the request is approved by the Director a message will go back to the employee through the staffing program with the words “Approved’ in the comment section. The Director or his/her designee will than process any requests and may contact the employee for further information. The employee should receive additional information regarding travel, class registration, ect within 2 weeks of the start of the class or seminar.
7. Any employee awarded Educational Leave must comply with all department core values, SOGs and directives while attending classes or seminars. This includes proper uniform unless otherwise approved by the Director.

#### ADDITIONAL INFORMATION

Clarke County Fire-EMS will provide for all expenditures per Clarke County standard operating policies. The employee is responsible for any receipts and may be held liable for any monies not accounted for. Any failure by the employee to attend the class or seminar after approval could result in disciplinary action. Employees are reminded that during times of Educational Leave they are representing the Department and County at all times and their actions should reflect as such. Any Educational Leave may be cancelled without warning by the Director after approval. All records of approval or denial will be held by the department for a minimum of three years from the date of the request.

#### VOLUNTEERS (Members)

1. If a members wishes to obtain approval to travel on behalf of the department or attend a training class or seminar, the member must make a written request to the Chief or his/her designee.
2. The request must include a minimum of the following;
  - a. Requests expenses – Cost of classes, estimated cost of travel, ect
  - b. Class information – The name and type of class or seminar requesting
  - c. Additional requests – Items such as per diem, special equipment, ect
3. The Chief may require a person or person(s) to make recommendations for approval or denial prior to their review.
4. The Chief or his/her designee will use the following criteria when reviewing the Educational Leave request;
  - d. Cost of the training or seminar
  - e. The time allotted away from work (if applicable)
  - f. The information about the class; type of class, relativity to department, ect
5. If the request is denied by the Chief or his/her designee, a written reason will be given to the member.

6. If the request is approved by the Chief or his/her designee a message will go back to the member through a written response with the words "Approved" in the comment section. The member should receive additional information regarding travel, class registration, ect within 2 weeks of the start of the class or seminar.
7. Any member awarded Educational Leave must comply with all department core values, SOGs and directives while attending classes or seminars. This includes proper uniform unless otherwise approved by the Chief.

#### ADDITIONAL INFORMATION

Clarke County Fire-EMS or the individual Volunteer Department will provide for all expenditures per standard operating guidelines/policies. The member is responsible for any receipts and may be held liable for any monies not accounted for. Any failure by the member to attend the class or seminar after approval could result in disciplinary action. Members are reminded that during times of Educational Leave they are representing the Department and County at all times and their actions should reflect as such. Any Educational Leave may be cancelled without warning by the Chief after approval. All records of approval or denial will be held by the department for a minimum of three years from the date of the request.