

**EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE**

ARTICLE 2: ADMINISTRATIVE POLICIES
SECTION 30: 48 / 96 SCHEDULE

EFFECTIVE DATE: 01-01-2008
REVISION DATE: 02-20-2020

2.30.1 Definitions:

Shift: a 24 hour period beginning at 0800, lasting until 0800 the following morning

Tour: two (2) consecutive 24 hours shifts, totaling 48 hours

Duty Battalion: the Chief Officer responsible for District coverage, this shall include the Fire Chief, Assistant Fire Chief(s) and Division Chiefs

2.30.2 Call Back Procedure:- Refer to MOU Article 33

2.30.3 Requests for time off: Refer to MOU Article 23 and appropriate SOG

2.30.4 Mandatory Call Back Procedure: The District shall maintain the current mandatory callback list, tracked within Telestaff.

Refer to MOU Article 33

2.30.5 Sick Leave Usage: Personnel calling for sick leave usage shall place a call to the duty Division Chief and advise of their status. The duty Chief will then notify the appropriate station Captain of the vacancy and, time permitting, activate Telestaff for automated calling. If the call is received after 1700 the station shall place phone calls (Mass text list) manually to attempt to fill the shift. If personnel are calling in for sick leave usage for the second shift of their tour, they shall contact the duty Division prior to 1200 of the previous shift. Refer to MOU Article 24. And appropriate SOG

2.30.6 Maximum Work Period: Personnel shall not work beyond 72 consecutive hours on a medic unit. Refer to MOU Article 33:

2.30.7 Internship and Accreditations: Personnel who are actively involved in the Paramedic Internship or County Accreditation shall be considered unavailable for Additional Time and Mandatory Additional Time coverage's. The duty Battalion shall retain the ability to override this clause; however, it is the intent of the District to leave these individuals considered "unavailable".