

# DISTRICT EMPLOYEE TIME OFF REQUEST POLICY

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## **Policy:**

All employees of the Yaphank Fire District, whether full time or part time who are requesting vacation or personal time off are to put their request in writing on the Employee Time Off Form. Time off requests are to be made no later than two weeks prior to the date(s) that you are requesting off. Any Time off request being made after the two-week time will be the responsibility of the employee to find coverage for their shift(s). Failure to report for the scheduled shift by the employee or the covering employee will result in disciplinary action.

Punctuality and regular attendance are essential to the successful operation of the district's business. If a First Responder is unable to report to work (or to report to work on time) for any reason, the employee must notify his or her supervisor four (4) hours before his or her starting time. All other employees must notify the District Manager within four (4) hours before his or her starting time. If an employee desires to leave work for any reason during the workday, the employee must obtain the approval of his or her supervisor or the District Manager. Three consecutive sick days off or a second sick frequency in a 12-month period will require a doctor's note when returning to duty. If an employee is calling in sick or is going to be tardy a phone call should be the first point of contact to their Supervisor/Manager to notify them of the absence or tardiness. If an employee does not call his or her Supervisor/Manager and does not report to work for his or her scheduled shift or covering shift, the employee will be subject to the leave without pay for that shift. A second offense within a 12-month period will result in termination of employment. If an employee is absent from a shift, they are required to fill out the time off request form their following workday. If the Time Off Request form is not filled out the following workday the employee will be given a verbal warning. The second time the form is not filled out the following workday the employee will be given a three-day suspension. The third time the form is not filled out the employee will be terminated from employment. Excessive absenteeism or tardiness may subject the employee to disciplinary action, up to and including termination.

Any employee who does not adhere to this policy will be subject to disciplinary action.

Chairman Skidmore	AYE
Commissioner Austin	AYE
Commissioner Peters	AYE
Commissioner Schaaf	NOT PRESENT
Commissioner Thebold	NOT PRESENT

Adopted this 19th day of December 2018 by the Board of Fire Commissioners.

Revised 4-20-22

Re-adopted this 7<sup>th</sup> day of January 2025 by the Board of Fire Commissioners.

Attest by:

Paulamarie Rosso-Thompson  
District Secretary