

# PHOENIX FIRE DEPARTMENT

## VOLUME 1 – Operations Manual

### MILITARY LEAVE

MP103.03 04/06 - R

Military leave (Military Reserve or National Guard Duty) is authorized by Personnel Rule 15D, and Arizona Revised Statutes, Chapters 26-168 and 38-610. Further definition and municipal application is described in A.R. 2.39 and Personnel Rule One.

#### **NATIONAL GUARD DUTY**

National Guard Duty is defined in A.R.S. 26-168 which provides for military leave "up to (30) days in any two (2) consecutive years." In counting the days, supervisors must be guided by the written military orders to determine the beginning and ending of the military period and shall count only scheduled workdays.

#### **MILITARY RESERVE**

Military Reserve is defined in A.R.S. 38-610 which provides for military leave "not to exceed thirty (30) days in any two consecutive years." In figuring Military Reserve time, non-work days will not be counted. For a 40-hour employee, Saturdays, Sundays and holidays will not be counted. For a 56-hour employee the conversion table identifies fourteen (14) shifts as the thirty day equivalent, per personnel rule number one. This means a total of fourteen shifts may be taken in two consecutive years for Military Reserve Duty by 56-hour employees.

Military Leave will be managed by Fire Department Administration. Information regarding the days that members have used and those available to them may be obtained by calling the Personnel Control Officer.

Additional time required may be obtained if charged to vacation, compensation or unpaid general leave.

It is the ongoing responsibility of each member using military leave to carefully monitor his/her own leave experience to avoid taking time in excess of the prescribed limits. Excess leave taken will be deducted from vacation or compensatory credits, or charged as unpaid general leave to the member.

In order for leave to be granted, a member must provide:

1. A completed leave form #60-32-D PPMIS and signed by the appropriate Battalion Chief/Section Head.
2. A copy of the written military orders attached to the leave form #60-32D PPMIS requesting either military leave, vacation or comp-time. Leave cannot be approved without a copy of military orders.

All forms requesting military leave are to be delivered to the Personnel Control Office no later than TWO WEEKS in advance.

The Personnel Control Officer will notify the employee's District Office of the employee's leave status.

Fire Department members requesting military leave, vacation, comp-time or AWR for military duty with a hold status for constant manning must in addition to the above:

Notify the Personnel Control Officer if a hold status for constant manning is being requested and to have the military duty/constant man form #90-21D delivered to the Personnel Control Office. District One will be notified of the constant manning holds.

Fire Department mail should be relied upon for meeting these criteria.

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Members should request their military units to provide, if possible, a scheduled of weekend drills for the following year. A copy should then be forwarded to both the member's Battalion Chief/Section Head and the Personnel Control Officer.

When possible, at least two weeks notice should be given. Unscheduled military leave requests will be handled on an individual basis.