



POLICY MANUAL

Personnel – Time Off AWR – Absence with Relief

Revised: 07-21-95

Code: 1 – 7 – 4

Book Chapter Subject

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4.0 Purpose: Establish Absence With Relief Procedures.

4.01 Scope: All Shift Assigned Personnel.

4.02 DEVIATIONS

Any deviations from this policy; i.e., emergency or extreme situations, may be authorized by the Battalion Chief only.

4.03 PROCEDURE

Absence with relief may be granted under the following conditions:

1. Rank-for-rank basis (see exception in Item #5).
2. AWR Approval:
 - a. Captains have the authority to approve any AWR time for their company personnel. Approval must be in writing and entered on the computer staffing roster.
 - b. AWR's in excess of four hours between Captains shall be forwarded to the Battalion Chief. Requests will be returned only if denied.

AWR's between Captains for four hours or less do not require approval by the Battalion Chief.

3. After the AWR has been approved, the individual agreeing to the AWR will be responsible for any lost time; i.e., if the individual agreeing to the AWR becomes ill, he will be charged the appropriate time.



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4.04 AWR's ACTING POSITIONS

1. AWR's for employees working in an Acting position.
 - a. Individuals who are assigned to an Acting position will be permitted to AWR with other personnel who are qualified to work in that Acting position.
 - b. It shall be understood that only the individual originally scheduled to work in an Acting position shall be entitled to Acting Status Pay.
2. AWR with individuals of a different rank: If a Captain is unable to make arrangements with another Captain for an AWR, he may AWR with a person qualified to work as an Acting Captain. It shall be understood by the Engineer or Firefighter working the AWR that the AWR payback time can be made only when the Engineer or Firefighter is in an Acting Captain position. The above procedure would also apply to an Engineer requesting AWR with a Firefighter qualified to work as an Acting Engineer, and a Battalion Chief requesting an AWR with a Captain.

4.05 PRIVILEGE

AWR's are strictly for the convenience of the participating individuals and should be regarded as a privilege that should not be abused.