



Key Largo Fire Department Work Schedule Policy

I. Work Schedule:

1. The three paid full-time shift personnel shall work a typical schedule consisting of 48 hours on-duty and 96 hours off-duty.
2. The four paid part-time shift personnel shall work a typical schedule consisting of 48 hours on-duty and 144 hours off-duty.
3. The pay rates and benefits shall not exceed what the Key Largo Fire and EMS District approved.
4. Personnel are paid bi-weekly for all of the hours worked in a two-week period (Sunday – Saturday) in accordance with a 28-day FLSA work period.
5. Overtime is defined as any hours worked over 216 hours during the 28-day work period per FLSA.
6. All overtime must be approved in advance by the scheduling officer or Chief.
7. All personnel MUST clock-in using the fingertip scanner when they start work and end work.
 - a. If someone forgets to clock in or out and their time needs to be entered manually into the computer, the on-duty full-time shift personnel will need to validate and enter the time.
 - b. If the on-duty full-time shift personnel forgot to clock in or out, the on-coming full-time shift officer will make the entry.
 - c. No employee or volunteer can manually enter or adjust his or her own time.



Key Largo Fire Department

Work Schedule Policy

II. Vacation Leave

1. The primary intent of vacation leave is to enable each eligible employee to return to work mentally and physically refreshed.
2. Employees are encouraged to use their vacation time; however, vacation must be taken in full-workday increments.
3. Employees who are out on a “leave of absence” do not accumulate vacation time while they are on their leave. Vacations must be scheduled and approved by your supervisor (scheduling officer or Chief) at least 30 days in advance.
4. The rate at which vacation leave is accrued by all **full-time employees** increases incrementally in accordance with their years of continuous service with the department.

The **full-time personnel’s** schedule for vacation rate is as follows:

TIME ON THE DEPARTMENT	LEAVE ALLOWANCE PER YEAR
0-6 months	0 hrs.
6 months - 1 year	112 hrs.
1-5 years	160 hrs.
6-10 years	208 hrs.
11-20 years	256 hrs.
21 years +	304 hrs.

5. The **part-time personnel** receive two (2) vacation days a year awarded after the first six months of part-time employment.
6. Vacation hours for the year are awarded on October 1 of each year to coincide with the fiscal year’s budget.
7. Vacation time does not count as “hours worked” for purposes of calculating an employee’s entitlement to overtime during the 28 day FLSA work period.



Key Largo Fire Department

Work Schedule Policy

III. VACATION ROLLOVER POLICY

1. Personnel are encouraged to use their vacation time during the year.
2. All unused vacation time will be paid out at the employee's regular rate of pay on September 30th to coincide with the budget cycle.

IV. SICK LEAVE POLICY

1. Sick leave is provided so that all regular employees will not suffer financially because of an inability to work due to illness or injuries. Sick leave is a privilege and not an entitlement, and is to be used in case of actual illness or injury suffered by an employee or immediate family.
2. "Immediate family" is defined as: mother, father, spouse, child, foster child, sibling, spouse's mother and father, grandparents, and grandchildren.
3. "Sick leave" is approved for related purposes as outlined below:
 - a. Physical or mental illness (including counseling) or injury
 - b. Medical, mental, maternity or dental care
 - c. An exposure to a contagious disease and possible endangering of others by attendance on duty
 - d. Critical illness or death of a member of the immediate family, as listed above.
 - e. In the case of death, up to two days (48 hours) is allowed.Physician or practitioner appointments for employee and members of the immediate family as listed above, that cannot be scheduled outside of working hours.
4. **Full-time employees** will accrue 4 hours of sick leave every pay period to be accrued throughout the year for total of 104 hrs.
5. **Part-time employees** will receive four (4) sick leave days a year.



Key Largo Fire Department

Work Schedule Policy

6. Sick leave can be carried over to the next calendar year to a maximum accrued total 192 hours. Any hours over the maximum accrued total 192 will be forfeited.
7. The sick leave balance is not paid out upon separation of employment.
8. Sick leave pay does not count as “hours worked” for purposes of calculating an employee’s entitlement to overtime during the week in which the sick day occurs.

V. Holiday Pay

1. Each Full-time employee will receive 8 hrs. paid leave on the following days:
 - a. New Year’s Day
 - b. Memorial Day
 - c. Independence Day
 - d. Labor Day
 - e. Thanksgiving Day
 - f. Christmas Day
2. Holiday pay does not count as “hours worked” for purposes of calculating an employee’s entitlement to overtime during the week in which the holiday occurs.

VI. Bereavement/Emergency leave

1. Bereavement leave will be granted to employee in the event of a death of an immediate family member for a period up to 48 hours.



Key Largo Fire Department Work Schedule Policy

VII. Separation of Employment.

1. When an employee leaves to the fire department, they will receive a pro-rated portion of their vacation time balance. Since vacation time is awarded on October 1, that shall be the starting date and September 30 is the ending date. There are twenty-six (26) two-week pay periods in a year. A mathematical formula will be used to calculate the balance to be paid out based on when the separation date occurs. For example, if a person leaves in the middle of October, they will get $1/26^{\text{th}}$ of the balance (one pay period). If they leave in the middle of December, they will get $5/26^{\text{th}}$ of the balance (five pay periods). If they leave at the end of September, they will get $26/26^{\text{th}}$ of the balance, which is the entire amount left.
2. Remanding sick time will be forfeited upon separation of employment without being paid out.