



PRINCE GEORGE FIRE AND EMS

Section: Administration

Page: 1 of 2

Section No: 1.2

Date: February 1, 2014

Title: Traded Time

Authorized By:

I. Policy:

To provide a system for approval and control of shift trade requests thus allowing employees to take a normally assigned work shift off without having to use vacation time or compensatory time. Trade time is a privilege and is subject to the Supervisors' approval. The department shall not be held liable for time lost due to shift trades regardless of the reason for the loss. The Department Director must approve any changes to this procedure.

II. Procedure:

- A. The shift trade request shall be processed utilizing the program currently used to schedule department staffing.
- B. The trade request is submitted to the Administrative Lieutenant using the Request for [Trade Time form](#) with the appropriate approvals. Shift Supervisors are encouraged to check the shift trades often to stay abreast of the personnel working on each shift.
- C. Employees may not trade time with another employee of the department if that employee does not hold an equivalent skill function unless waived by the supervisor. Shift trades shall not lessen the readiness of the department.
- D. An approved shift trade shall be considered a normally scheduled work assignment or part thereof. Any member who is scheduled to work for another individual but fails to report for duty at the time specified, will be noted as an unexcused and will forfeit all pay for the time they were absent from duty. The employee shall be subject to disciplinary action as well for being late or absent without leave.
- E. When two employees agree to trade time, it will be mutually agreed upon by the two as to when and how the payback is to be made. Agreed time will be submitted utilizing the program currently used to schedule department staffing.

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- ☐ This replaces page _____, Section _____, Dated _____
- ☐ This is a new page



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Page: 2 of 2

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- F. A maximum trade of two shifts or forty-eight hours will be allowed within a 30-day period. Paybacks must be repaid within a ninety day period. Each employee should not have more than six open trades at a time. An employee will not be allowed to trade additional time until the time is repaid. Supervisors will be required to monitor this and will not approve additional requests until the time is repaid.
- G. A trade request will not be required for trades less than two hours. However, it will be required that the supervisor or their designee of the employee be notified at shift change. Supervisors are responsible for monitoring last minute trades that may be used to cover an employee's tardiness.

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- ☐ This replaces page _____, Section _____, Dated _____
 - ☐ This is a new page