

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

VOLUNTEER FIRE AND EMERGENCY PERSONNEL

SECTION 4.19

PAGE 1 OF 1

- A. Employees serving on a volunteer fire and/or emergency medical unit must provide written verification of their status to their Department Head within 30 days of employment with Sandusky County or upon certification as a volunteer firefighter and/or emergency medical provider.
- B. Employees shall immediately notify their direct Supervisor if they will be late or absent from work due to participating in an emergency and must submit within one day written verification from the chief of the volunteer fire department or EMS director of the date, beginning and ending time, and nature of the emergency call if required by the SCAA.
- C. Employees, who have already reported to work for their regular scheduled shift and the volunteer department is called to respond to an emergency situation, must have approval from their supervisor, department head, or SCAA prior to leaving the worksite during a regular scheduled work day. During work hours, the Department Head shall make every effort to allow employees to respond to an emergency, unless emergency circumstances at the worksite prevent them from leaving.
- D. Employees may be required to use accumulated, unused vacation, or compensatory time for such absences from work if required to do so by their SCAA. Employees shall not be disciplined if documentation of the emergency is provided.
- E. Employees shall notify their Department Head when their status changes or terminates.