

1.0 PURPOSE:

To describe the guidelines for Southern Indiana hourly employees to participate in volunteer fire fighting activities.

2.0 REFERENCE DOCUMENTS:

3.0 DEFINITIONS:

4.0 GUIDELINES:

4.1 An employee must provide written evidence annually to Human Resources and the employee's direct supervisor/coach/team manager verifying their association with a Volunteer Fire Fighting Department. This documentation will be kept in the employee's personnel file.

4.2 An employee may leave for an emergency during their working hours if the employee has:

- Received the second call for assistance.
- Notified his/her direct supervisor/coach/team manager.
- Clocked out prior to leaving.

4.3 The time missed from work will be coded as "excused." This time is unpaid and will not count against the employee as an unexcused absence.

4.4 The employee is encouraged to make up all time missed due to this "excused" time. Time made up can only be used to help the employee achieve forty hours worked for that week. Make-up time cannot be used to earn overtime hours. All make-up time must be scheduled with the supervisor/coach/team manager prior to working any make-up time.

4.5 If the emergency occurs prior to or during the employee's shift, they should report to work as soon as possible and provide documentation stating his/her presence was required for the emergency.

4.6 These guidelines only cover emergency situations and do not cover meetings, seminars, or training.

5.0 RESPONSIBILITY: It is the responsibility of the employee to ensure compliance with these guidelines.

AUTHOR: Labor Relations

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Labor Relations Manager: Cynthia Brown Date: 12/21/2021  
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