

East Lake Tarpon Special Fire Control District



SOG 216 Staffing and Leave Schedule

**Implementation
Date: 11/2000**

Revision Date(s): 03/26/2019

Reviewed Date(s): 02/19/2019

Forms or Attachments: None

216.1 Staffing and Leave Schedule

The Division Chief will properly complete the “Staffing and Leave” schedule in the 911 system. This schedule should be printed and provided to the Financial Administrator before going off-duty at the completion of their shift.

The employee is responsible for verifying his/her staffing assignment is correct in the “Staffing and Leave” schedule, and to notify the Division Chief if corrections are needed, prior to the end of shift.