7-01/010.10 Absence Requests

All scheduling will be done via the Scheduling Management System (SMS). When requesting prior approval for time off, the following procedures will be followed:

- All non-emergent time off requests (including trades) shall be submitted to the Scheduling Sergeant on an Absence Request form in duplicate at least five working days prior to the date(s) requested.
- If approved, the Scheduling Sergeant will make the proper notations in the scheduling book and on SMS, and distribute the form.
- If disapproved, the Scheduling Sergeant will indicate so on the form and return it to the employee.
- Approved requests shall be distributed with the original to the Timekeeper, and the copy to the employee.
- On duty personnel who wish to leave early for any reason shall contact the Watch Sergeant or Watch Commander for permission to leave. Deputies making inquiries to desk personnel regarding leaving early shall be referred to a Sergeant or Lieutenant.