
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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AUTHORITY: BOC

COUNTY MANAGER: 

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SUBJECT: LEAVE FOR EMPLOYEES CALLED OUT AS VOLUNTEERS

I. PURPOSE: To establish a policy regarding leave for County employees called out during working hours to perform as Volunteer Firefighters, Ambulance Service, Search and Rescue or Reserve Police Services.

II. POLICY:

- A. County employees will be paid their normal wages for time during which they are called out from work by the Douglas County Sheriff's Office or the East Fork Fire Protection and Paramedic District to protect life or property by performing volunteer services as search and rescue members, reserve sheriffs, firefighters, or paramedics.
- B. This policy applies only to instances when an employee is called out to provide protection for life or property. The policy does not apply to routine training, meetings, duties, or similar activities.
- C. An employee who has been called out during work hours shall inform the employee's supervisor and note the time away on a time card. A supervisor may request further information concerning the time away.
- D. Participation in any of the listed activities during work hours requires supervisor approval. A supervisor may deny an employee's request to leave work to participate in any of the listed activities.

III. RESPONSIBILITY FOR REVIEW: The Human Resources Manager shall review this policy as needed or at least once every 5 years.

6/11/03