


# East Lake Tarpon Special Fire Control District

	<i>SOP 215 Late for Duty</i>	
	<b>Implementation Date: 11/2000</b>	<b>Revision Date(s): 10/26/2010</b>
		<b>Reviewed Date(s):</b>
	<b>Forms or Attachments: None</b>	

**Purpose:** Due to the nature of the profession, the Department must emphasize the importance that every employee report for duty at their assigned time. If an employee does not report for duty at their assigned time, they will be considered late for duty.

Being late for duty will be considered a Group 1 offense during the first hour, but not to exceed more than 1 time in a 6 month period.

Late for duty:

1. An employee not reporting for duty after 0730 hours for their assigned shift.
2. An employee not reporting for duty prior to or after any Department approved leave.

The Department recognizes that extraordinary circumstances may exist that are out of the employee's control. The employee(s) that is late for duty may submit in writing, to the Fire Chief or designee, their reason(s) for being late. The Fire Chief or designee will determine if the employee(s) will be excused from being late for duty.

The following are reasons (but not necessarily limited to) an employee not being considered late for duty:

Stopping to render aid/assistance on fire or EMS related incident: (Document: Location, Department/unit number and FD/EMS incident number.)

Personal Vehicle Mechanical Failure: (Document: receipt for repairs and/or towing.)

Personally involved in Motor Vehicle Accident: (Document: copy of accident report.)

The Department recognizes that not every circumstance may exist in the above list; therefore, any additional reason shall be reviewed at the time of occurrence and classified by the District Chief.

Actions for Excused late for duty absences will include an entry in the employee's appraisal log and shall not be considered as discipline.

Actions for Unexcused late for duty absences will include the steps as defined in SOP 232 (101) and/or SOP 232 (404).

Compensation for Late for duty absences will be as follows:

Excused: At the discretion of the Fire Chief or designee, an employee may use vacation leave or receive no pay for the period of the absence.

Note: If the employee has stopped to render aid/assistance on an emergency scene, they will not be required to use any type of leave, if properly documented.

Unexcused: Employee will receive no pay or leave for the period of the absence.

The employee shall complete and submit the required absence report (with documentation, if needed) immediately upon return to duty.