

**SCOTTS VALLEY FIRE
PROTECTION DISTRICT**



STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:	ARTICLE: I	SOP: 1116
	SECTION: 1100 Personnel	
	SUBJECT: Educational Time Off	
	02/06/2009	
<i>Michael P. McCarty</i>		

Purpose: To provide a consistent procedure for the request, approval and use of educational time off.

Scope: This procedure addresses the process for the requesting of educational time off.

Procedure:

1. The specific quantity of hours allotted to each employee for educational time off will be as established in the current MOU. Individual total hour usage will be recorded and tracked by the department Administrative Secretary. ETO hours shall be closely monitored by the shift Battalion Chiefs.
2. Approval of educational time off requests will be subject to:
 - a. Acceptable staffing levels being maintained.
 - b. Absence of significant financial impact to the district
 - c. No significant operations impacts
3. Requests for educational time off will be submitted to the employee's supervisor. All ETO requests must be approved by a Chief Officer.
4. All educational time off requests shall be for "fire service specific" and closely related courses as determined by the training officer.
5. All educational time off requests must be submitted no less than 5 days prior to the requested time off.
6. Cancellation of the educational time off request may be done by the employee. Once approved and posted, the request will only be canceled by a Chief Officer in the event of an emergency situation.