



GUAM FIRE DEPARTMENT  
AGANA, GUAM

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<b>GENERAL ORDER:</b>	<b>Date of Issue:</b> 3/23/89	<b>Effective:</b> IMMEDIATELY	<b>No.</b> 89-01
<b>Reference:</b> Government of Guam Personnel Rules & Regulations, Rule XI & Section B Governor's Circular No. 83-14	<b>Recinds:</b> General Order No. 83-11		
<b>Index As:</b>  LEAVE POLICY AND PROCEDURES LEAVE, DAYS-OFF, RE-CALL			

**SUBJECT:** Leave Policy and Procedures

**PURPOSE:** To establish reasonable and just policies and procedures for leave, days-off and re-call.

**THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:**

- I. OBJECTIVE
- II. POLICY
- III. DEFINITIONS
- IV. ANNUAL LEAVE PROCEDURES  
OFF-ISLAND D.
- V. EMERGENCY LEAVE PROCEDURES
- VI. EXCESS ANNUAL LEAVE
- VII. SICK LEAVE
- VIII. ADMINISTRATIVE LEAVE
- IX. MILITARY LEAVE
- X. BEREAVEMENT LEAVE
- XI. PATERNITY LEAVE
- XII. MATERNITY LEAVE
- XIII. COMPENSATORY TIME OFF (CTO)

## XIV. DAYS OFF

## XV. RE-CALL FOR DUTY

## XVI. GENERAL PROVISIONS

## XVII. APPLICABILITY

I. OBJECTIVE

To update and consolidate procedures for leave, days-off and re-call for the betterment of both G.F.D. employees and the Department itself.

II. POLICY

It is the policy of the Government of Guam as well as the Guam Fire Department that leave is a privilege granted for the mutual benefit of the employee and the government in order to assure the frequent refreshment of the employee, so that he may more effectively perform his duties. It is also the policy of this Department to provide reasonable opportunities for employees to take leave and in particular to avoid, whenever possible, loss of leave by forfeiture. However, after full consideration of the employee's request, leave may be denied when the services of the employee are needed to meet operational requirements of the department. In addition, re-call of personnel to duty may sometimes be necessary to accomplish the duties of the department in its protection of life and property, but re-call of personnel on leave shall only be accomplished when absolutely necessary after other measures have not provided sufficient manpower.

III. DEFINITIONS

- A. **Administrative Leave** — A specified period of time an employee may be absent from duty with pay, when such absence is approved according to established policy and the procedures of the Government of Guam.
- B. **Annual Leave (A/L)** — A period of time accrued at a specific rate by employees occupying permanent positions, which may be used by the employee to be absent from duty with pay for a specified period of time, when approved by designated individuals/supervisors within the department according to the rules set forth in this Order and within the Government of Guam Personnel Rules and Regulations, Rule XI. Annual leave is accrued at the following rates.
1. Four (4) hours per pay period for employees with less than three (3) years of service.
  2. Six (6) hours per pay period for employees with three (3) years of service, but less than fifteen (15) years of service.
  3. Eight (8) hours per pay period for employees with fifteen (15) or more years of service.

- C. **Bereavement Leave** — A specified period of time which an employee is authorized to be absent from duty with pay for a death in the family.
- D. **Compensatory Time Off (CTO)** — A specified period of time an employee may be absent from duty when approved by designated individuals/supervisors within the department. CTO is accrued when the employee elects to take compensatory time off instead of being paid overtime. Compensatory time off is at the rate of one and one-half times the hours worked overtime. (For details, see Government of Guam Rules and Regulations, Rule XII, paragraph 12.27.)
- E. **Emergency Leave (E/L)** — A specified period of time which an employee is authorized to be absent from duty, with or without pay, due to an unforeseen combination of circumstances or a resulting state that calls for immediate action on the part of the employee to correct or alleviate the situation.
- F. **Leave of Absence** — An approved absence from duty for a prescribed period of time, with or without pay.
- G. **Leave Year** — A period from the beginning of the first complete pay period in the fiscal year to the beginning of the first complete pay period in the following fiscal year.
- H. **Maternity Leave** — A specified period of time a female employee is authorized to be absent from duty because of confinement for childbirth.
- I. **Military Leave** — A specified period of time an employee is authorized to be absent from duty to perform his/her military obligations. This is not charged against an employee's accrued leave.
- J. **Paternity Leave** — A specified period of time an employee is authorized to be absent from duty with pay when he is an expectant father.
- K. **Sick Leave (S/L)** — A period of time accrued at a specified rate by employees occupying a permanent position, which may be used by the employee to be absent from duty with pay for a specified period of time because of illness or injury or because of quarantine of his/her family and residence. Use of sick leave is appropriate for medical, dental, optometric examination or treatment, or for any mental health examination, counseling or treatment. Sick leave is accrued at the rate of four (4) hours per pay period for all permanent employees.

#### **IV. ANNUAL LEAVE PROCEDURES**

- A. All department personnel must be fully aware that annual leave is only a benefit of being a government employee and may be denied when the services of the employee are required after full consideration of the employee's request and the operational requirements of the department. Supervisors shall be cognizant that denial of annual leave may initiate morale problems. Therefore, the immediate supervisor shall grant the employee(s) the annual leave requested when there is no valid operational cause for denial.

- B. Annual leave of two (2) days for 80-90 hour workweek employees and 24.5 hour employees or less should be requested at least two (2) work days in advance. The supervisor may grant annual leave as indicated in this paragraph subject to the concurrence of the District Commander or the Bureau Chief.
- C. Annual leave in excess of two (2) days for 80-90 hour work schedule employees and one (1) day for 24.5 hour employees, but not more than one (1) pay period for either workweek schedule should be requested a minimum of one (1) week in advance. Only the District Commander or Bureau Chief with the advice of the supervisor, may grant annual leave in excess of the number indicated in this paragraph, but not more than one (1) pay period.
- D. Annual leave in excess of one (1) pay period for either an 80-90 hour or 24.5 hour work schedule should be requested a minimum of one (1) month in advance. \* All off-island leave requests shall be submitted via channel to the Fire Chief for approval. A minimum of two (2) weeks in advance. Only the Bureau Chief with the advice of the District Commander, may grant annual leave in excess of the scheduled pay period.
- E. Leave Application Form (FCN 2-0-1) must be submitted and approved by the appropriate authority prior to taking annual leave. The approval of just the supervisor is not sufficient. The leave request must be fully endorsed with the appropriate signatures prior to taking leave.
- F. Annual leave taken or granted not in accordance with this Order may be subject to non-payment and the employee may be marked "AWOL" or "Leave Without Pay".

#### V. EMERGENCY LEAVE PROCEDURES

- A. Since an emergency is an unforeseen event that can occur at any time, there are no time limits for submitting a leave request in advance; however, time permitting, as much of the normal paperwork as possible should be completed, especially the submission of the Leave Application Form. Emergency leave will be charged against the employee's accrued annual leave.
- B. If the nature of the emergency does not allow sufficient time for the employee to complete the appropriate paperwork, then the employee will submit the leave request supported by satisfactory justification after the fact. These after the fact leave requests involving an emergency will be considered on a case by case basis and should it be determined by proper authority that the employee has abused the term "emergency" to circumvent the normal procedures for requesting annual leave, then the employee may be subject to non-payment and marked "AWOL" or "Leave Without Pay".

#### VI. EXCESS ANNUAL LEAVE

- A. Excess annual leave represents the number of hours accumulated in excess of 480 hours for a fiscal year. However, the first hundred (100) hours of excess annual leave may be converted to sick leave. Excess annual leave remaining after the first hundred (100) hours have been converted to sick leave will normally be lost if not taken. (See Government of Guam Personnel Rules and Regulations, paragraph 11.47, Rule XI for further details.)

- B. If an employee chooses to carry over all excess annual leave over 480 hours, all annual leave will be carried over to the next fiscal year. NO leave will be converted or transferred to sick leave. However, if an employee exceeds 720 hours all hours up to 100 hours will be converted/transferred to sick leave. All other leave in excess of 100 hours will be considered lost.
- C. Excess annual leave shall be taken according to a planned schedule agreed upon between the employee concerned and the District Commander with the advice of the supervisor. Final approving authority for granting of excess annual leave will follow the same guidelines as enumerated in this Order for regular annual leave as concerns the amount of excess annual leave to be taken.

#### VII. SICK LEAVE

- A. When requesting sick leave for such events as can be scheduled in advance such as operations, dental appointments, medical exams and similar items, the leave application form should be submitted as soon as possible before the sick leave is taken. For illnesses and other appropriate uses of sick leave which are not able to be predicted, the leave paperwork can be submitted after the fact.
- B. Sick leave is permissible provided that licensed physician certification of sickness, regardless of the number of days, is presented to Administrative Services Bureau Office, Payroll Section. Sick leave without valid licensed physician certification shall be considered "leave without pay". Abuse or fraud of sick leave is subject to adverse action and may result in suspension or dismissal from the department.
- C. Valid conversion of RDO for make-up of "lost days", due to sick leave, may be granted on a case-by-case basis upon approval of the respective Bureau Chief with the concurrence of the Fire Chief. Annual leave or sick leave conversion may be granted only on exceptional basis by the Fire Chief.
- D. It shall be mandatory for employees on 24.5 hours work shift to attain a doctor's certification for sick leave resulting in absence from work while employees on daily 8 or 9 hours work schedule will obtain a doctor's certification for extended sick leave in excess of three (3) consecutive days. He/she may be required to furnish a certification as to the capacity from a regularly licensed physician or other evidence administratively acceptable. The Fire Chief may require certification for such other period of illnesses as is appropriate. (Government of Guam Personnel Rules and Regulations, paragraph 11.53, Rule XI.)
- E. Although certification for sick leave is not mandatory for employees on 8 or 9 hours work schedule in all instances, this does not relieve supervisory and managerial personnel from exercising discrete and judicious judgement when determining when to require employees to obtain a physician's certification. In fact, it is the duty of supervisory and managerial personnel to require sick leave certification when prudent judgement and circumstance indicate the appropriateness of this course.

- F. In circumstance where the prudent judgement of supervisory and managerial personnel and the circumstance indicate, the supervisor shall visit or contact the home of his/her subordinate to verify that sick leave is not being abused.
- G. Abuse or falsification of sick leave may subject the employee to suspension without pay or even dismissal from the department.
- H. Sick leave taken that is not in accordance with this Order may be subject to non-payment and the employee may be marked "AWOL" or "Leave Without Pay".

#### IX. MILITARY LEAVE

- A. Military leave shall be accompanied by proper military orders.
- B. Only the Fire Chief may grant military leave.
- C. Military leave may be requested in the same manner as for annual leave with regards as to advance notice.
- D. Military leave taken or granted not in accordance with established policies and procedures may be subject to non-payment and the employee marked "AWOL" or "Leave Without Pay".

#### X. BEREAVEMENT LEAVE

- A. An employee is authorized two (2) days of bereavement leave upon the death of an immediate member of the family. Immediate family means the employee's spouse, mother, father, guardian, children, sister, brother, mother-in-law, father-in-law and/or step and adoptive parents or children.
- B. The employee may use the two (2) days bereavement leave in any manner which best satisfies his/her needs.
- C. The Bureau Chief (or higher authority) may grant bereavement leave.

#### XI. PATERNITY LEAVE

- A. A male employee is authorized two (2) days paternity leave with pay and without charge to leave for paternity purposes.
- B. The employee shall have the option of using the two (2) days leave either prior or post delivery or one day and one day post delivery.
- C. The marital status of the expectant father shall not adversely affect his right to the use of paternity leave.
- D. The Bureau Chief (or higher authority) may grant paternity leave.

**XII. MATERNITY LEAVE**

- A. A female employee occupying a permanent position is authorized a period of ten (10) days absence from work because of confinement for childbirth. This period is in addition to any accumulated sick leave and shall be paid leave.
- B. Maternity leave shall be any ten (10) days encompassing the date of childbirth.
- C. The Bureau Chief (or higher authority) may grant maternity leave.

**XIII. COMPENSATORY TIME OFF (CTO)**

- A. Only the Bureau Chief (or higher authority), with the advice of the supervisor, may authorize CTO.
- B. CTO may be requested in the same manner as for annual leave.
- C. The leave application form must be submitted and approved by the appropriate authority prior to taking CTO.
- D. CTO taken or granted not in accordance with established policies and procedures may be subject to non-payment and the employee marked "AWOL" or "Leave Without Pay".

**XIV. DAYS OFF**

- A. The Bureau Chief (or higher authority), with the advice of the supervisor, may authorize a day off in place of a day on and a day on in place of a day off.
- B. The supervisor, at his/her discretion, may authorize subordinates to trade days off for days on and vice versa as long as the necessary manpower strength is maintained for the accomplishment of the departmental objectives.
- C. Days off in place of days on or vice versa, taken or granted not in accordance with the above instructions may be subject to non-payment and the employee marked "AWOL" or "Leave Without Pay".

**XV. RE-CALL FOR DUTY**

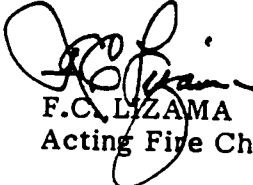
- A. Only the Bureau Head (or higher authority) may re-call personnel on annual leave status to duty.
- B. Only the District Chief (or higher authority) may re-call personnel who are off-duty, but not on leave, to duty status.
- C. The supervisor must advise the Bureau Chief of the need to re-call off-duty personnel whenever such need arises.

**XVI. GENERAL PROVISIONS**

- A. For all leave requests including CTO, the Leave Application Form (FCN 2-0-1) must be submitted and approved by the appropriate authority prior to taking leave. The approval of the supervisor is not sufficient. Leave taken or granted not in accordance with this provision will be disapproved and the employee will be marked "AWOL" or "Leave Without Pay", in addition to other actions where appropriate.
- B. It shall be the responsibility of the employee to make timely follow-ups of the leave he/she is requesting.
- C. All absences without pay shall not be "back-in" without justification and explicit approval of the Fire Chief.
- D. The supervisor or higher authority, under exigent circumstances may depart from the policies and procedures established in this Order and may act in the manner most appropriate under the circumstances. In this regard, the responsible authority subordinate to the Bureau Chief shall submit an Incident Report as soon as is practicable.
- E. In all cases, the Bureau Chief (and higher authority) must not be unreasonable in his/her action as regards leave, days off or re-call. The Bureau Chief will seek the advice of the supervisor in all cases where the supervisor may be able to render aid or information.
- F. No supervisor may approve or grant a leave request of one who is not his/her immediate subordinate.

**XVII. APPLICABILITY**

This Order shall be fully applicable to all employees of the Guam Fire Department. In the event there is a conflict between the interpretation of this order and the Government of Guam Personnel Rules and Regulations, then the Government of Guam Personnel Rules and Regulations shall be the supreme authority and shall be followed.

  
F.C. LIZAMA  
Acting Fire Chief





**GUAM FIRE DEPARTMENT  
AGANA, GUAM**

*1-15-29*

<b>GENERAL ORDER:</b>	Date of Issue: 10/22/92	Effective: 10/22/92	No. 92-01
	Reference:		Recinds: NEW
Index As: Guidelines for Fire Academy Staff and Fire Recruits			

**SUBJECT: Guidelines for Fire Academy Staff and Fire Recruits**

**PURPOSE: To establish policy and procedures for Fire Academy Staff and Fire Recruits during training at the Guam Fire Academy regarding attire, conduct and training schedule**

**THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:**

- I. POLICY
- II. TRAINING STAFF
- III. FIRE RECRUITS

**I. POLICY**

**It shall be the policy of this Department to ensure proper attire, conduct and training schedule to be adhered by Academy Staff and Recruit Trainees.**

II. TRAINING STAFF

A. Uniform Standards

Class "A"

1. Khaki uniform with appropriate GFD insignias and other accessories as deemed appropriate. Red with gold bordered shoulder epauletts shall be worn.
2. Black socks.
3. Black low quarters (Military) shoes. (Note: Patten leather shoes not acceptable).
4. Campaigne hat with appropriate insignia.

Class "B"-(field training activities)

1. Trousers - Blue denim jeans with black leather woven belt with GFD buckle. (Bleached type jeans not acceptable.)
2. Shirts - T-shirt, color red with 5/8" press-on white letters on left upper chest. The words F-I-R-E A-C-A-D-E-M-Y shall be evenly spaced in a rainbow arch form.
3. White woolen socks with red trimmings.
4. Red jogging shoes with white stripes or the opposite or plain white jogging shoes only.
5. Plain red cap (baseball type) with 5/8" lettering. The words F-I-R-E A-C-A-D-E-M-Y shall be evenly spaced in a rainbow arch form on the front of the cap above the bill.

Class "C" - (physical training activities)

1. Shorts, color red, plain or with white stripes on each side.
2. Shirt, T-shirt, color red, (same as Class "B")
3. Socks - tube type or regular length (above ankle) white with two or three red trimmings.
4. Jock straps (mandatory).

B. Work Hours

1. Training Academy hours is scheduled from 7:00 a.m. to 6:00 p.m., Monday through Friday.

2. Reporting time: Academy Staff shall report for duty 30 minutes to the hour for briefing.
3. Lunch break schedule is from 12:00 p.m. to 1:00 p.m.
4. Daily attendance is expected by all Academy Staff throughout the Fire Academy training period.

C. Formations

1. Academy Staff and Fire Recruits will be in formation at 7:25 a.m. for the raising of the Guam flag and at 5:30 p.m. for the lowering of the flag and the Guam hymn.

D. Inspections

1. Daily inspections will be conducted by the Academy Staff at the 7:30 a.m., Monday through Friday and at other days, time and locations specified by the Academy Staff.
2. During inclement weather conditions, inspections will be conducted inside the Academy classroom.

E. Class Hours

1. Instructional sessions will be from 8:00 a.m. to 4:00 p.m.
2. Academy Staff are responsible for ensuring that the fire recruits are in the classroom and ready for lessons on time.
3. Fire Recruits will not be utilized as runners or sent for errands during instructional sessions unless absolutely necessary.
4. Fire Recruits are expected to participate on all instructional sessions as scheduled and are not to be interrupted at any time.
5. All misconduct of behavior or violations incurred by the Fire Recruits during class sessions shall be reported to the Officer-In-Charge or Academy Staff for proper action.
6. Depending on the severity to the violation, disciplinary actions or punishment will not be instituted to any fire recruit during instructional sessions whereas to distract attention or to disrupt classroom sessions.

7. Class sessions are scheduled for 50 minute periods.
8. A ten-minute break will be allotted for each 50 minute class period.

F. Drill and Ceremony

1. All Fire Recruits will be in formation at the Academy grounds for D & C from 12:45 p.m. to 1:00 p.m., conducted by the Academy Staff or class officer as designated.
2. Academy Staff will ensure that the Fire Recruits are in the classroom and ready for the afternoon class sessions.

G. Reports

1. the Officer-In-Charge is responsible for submitting the Weekly Report to the Fire Chief's Office via channels no later than 9:00 a.m., every Monday.
2. A Daily Status report will be relayed to the Training Bureau no later than 8:00 a.m., Monday through Friday.

H. Physical Training

1. The daily physical training will be conducted by the Academy Staff from 4:00 p.m. through 5:00 p.m., Monday through Friday.

I. Course Administration

1. All Fire Science courses covered for the fire training cycle will be administered by instructors certified by Guam Community College.
2. Academy Staff are responsible for preparing all training equipment and materials required for instructional purposes.
3. Academy Staff will assist in any training session when required.
4. Academy Staff will monitor all training sessions to ensure satisfactory operations.
5. In the absence of an assigned instructor for a scheduled course administration, Academy Staff will substitute.

5. Two (2) pairs of jogging shoes, any red type color.
6. Two (2) pairs of brassier (women only).

D. Hair Cut

1. Fire Recruits shall have their hair cut short somewhat that of a military fashion in the following manner:

(Men Only)

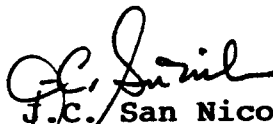
- a. Crew cut (G.I. type) high and tight. (white wall)
- b. Must be evenly tapered.
- c.  $\frac{1}{2}$ " of hair retained on top only.
- d. Skin head or bold head not acceptable.
- e. Haircuts shall be taken on weekends and ready for inspection on Mondays of each training week period.

(Women Only)

- a. Hair shall be no longer than shoulder length.
- b. Hair shall be neatly combed at all times.
- c. Hair ties or hair clips, shall not be used.

This order rescinds all previous orders and directives regarding this issue.

Attachments

  
J.C. San Nicolas  
Acting