

## 508 - PAID LEAVE FOR EMPLOYEES OF EMERGENCY MEDICAL SERVICES

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### Section 508.01 Scope

This policy applies to full-time field personnel in the Emergency Medical Services department. Field personnel are those Paramedics and Emergency Medical Technicians who are assigned to work rotating, around-the-clock shifts, inclusive of holidays and weekends. EMS field personnel are regularly scheduled to work at least 2,900 hours per year, and this unique schedule necessitates unique accrued leave and paid holiday provisions.

### Section 508.02 Accrual of EMS Paid Leave

Full-time EMS employees shall accrue sick leave and vacation consistent with other County employees as provided by Section 709 (Sick Leave) and Section 513 (Vacation) of this manual. EMS field personnel will not receive paid leave for County holidays as described in Section 507 (Holidays). Non-exempt field personnel who work on a County holiday shall receive their regular pay for that shift, and non-exempt field personnel who do not work on a County holiday will receive no pay for that holiday. However, non-exempt field personnel shall accrue "EMS Paid Leave" in an amount set to provide a paid holiday benefit similar to that of other County employees, as well as an amount set to accommodate the unique schedule and hours worked.

Effective October 12, 2013, non-exempt field personnel shall accrue EMS Paid Leave at the following rates each pay period:

Years of Service	Bi-Weekly Accrual	Annual Accrual *
Less than 5 years	6.03 hours	157 hours
5 thru 9 years	6.19 hours	161 hours
10 thru 14 years	6.42 hours	167 hours
15 years or more	6.82 hours	177 hours

\* Rounding adjustments will be made annually

### Section 508.03 Use of EMS Paid Leave

EMS Paid Leave may be used for any acceptable absence reason, including legitimate sick leave situations. Requests to use EMS Paid Leave must be made in accordance with EMS department policies regarding requests for time off.

EMS Paid Leave should be used on a regular basis subject to department approval procedures. Field personnel may carry an accrued EMS Paid Leave balance of 72 hours or less from one year to the next. Any hours accrued greater than 72 hours as of December 31 shall be paid out at the employee's regular rate of pay in January of the following year. Upon termination of employment for any reason, or transfer or promotion to a non-

field personnel position, any accrued EMS Paid Leave shall be paid to the employee.

EMS field personnel (exempt and non-exempt) shall be required to exhaust accrued EMS Paid Leave before taking an unpaid leave of absence. This includes leave under the Family and Medical Leave Act (see Section 704), voluntary leave of absence and involuntary leave of absence (see Section 706), but may exclude leave for disciplinary reasons (see Section 707) and worker's compensation leave (see Section 710) if the employee is receiving temporary income benefits. Paid leave from the Shared Sick Leave Pool (see Section 712) may only be granted to Pool members after all accrued leave, including EMS Paid Leave, has been exhausted.

**Section 508.04  
Holiday Accrual for  
Exempt EMS  
Battalion Chiefs**

EMS Battalion Chiefs are exempt level field personnel and do not receive paid holidays as discussed in Section 507. Therefore, EMS Battalion Chiefs will accrue EMS Paid Leave at an amount set to equal the 12 paid holidays afforded other County employees. This accrual shall be equal to 3.69 hours per pay period which may be used for time off consistent with department policy. No more than eight (8) hours of EMS accrued holiday may be carried over from year to year. Any balance over 8 hours shall be paid to the employee in January of the following year.

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Policy Approved and Adopted by:  
Fort Bend County Commissioners Court  
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