



## HUMAN RESOURCES DEPARTMENT

FORT BEND COUNTY, TEXAS

Kent M. Edwards, PHR  
Director of Human Resources

To: Judge Robert Hebert  
Commissioner Vincent Morales  
Commissioner Grady Prestage  
Commissioner Andy Meyers  
Commissioner James Patterson

From: Kathy Novosad  
Sr. Human Resources Generalist

Copy: Graig Temple  
Chief of EMS

Date: September 26, 2018

Subject: Revisions to Employee Information Manual: Policy 508: EMS Paid Leave

Human Resources is submitting revisions to Policy 508 of the Employee Information Manual, *EMS Paid Leave*, for your consideration. The policy is revised to reflect the *48 hours on/96 hours off* duty schedule currently in effect at EMS.

In addition, effective with fiscal year 2019, Battalion Chiefs, who are the first line supervisors of field paramedics and also work the 48/96 schedule, will be classified as non-exempt employees. As such, the Battalion Chiefs will now accrue EMS Paid Leave in the same manner as the field paramedics.

The revised policy is attached. If you have any questions, please contact Kathy Novosad in Human Resources at 281-341-8624, or Chief Graig Temple of EMS at 281-633-7077.

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

---

### Section 508.01 Scope

This policy applies to all full-time non-exempt employees assigned to 24-hour duty in the Emergency Medical Services (EMS) Department, including Battalion Chiefs, Paramedics and Emergency Medical Technicians (hereinafter referred to as "field personnel"). Such employees are regularly scheduled to work 48-hours on duty followed by 96 hours off-duty, inclusive of holidays and weekends, working a regular schedule of approximately 2,900 hours per year. In order to take paid leave for one complete shift, EMS field personnel must use 48 hours of accrued leave. The EMS field personnel schedule is unique within the County and therefore necessitates unique accrued leave and paid holiday provisions.

### Section 508.02 Accrual of EMS Paid Leave

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). Field personnel who work on a County holiday shall receive their regular pay for that shift, and field personnel who do not work on a County holiday will receive no pay for that holiday. However, EMS 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, EMS 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. At the discretion of the Chief of EMS, field personnel may be required to use accrued EMS paid leave before using accrued vacation.

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.

Field personnel 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 workers compensation leave (see Section 710) if the employee is receiving temporary income benefits. Paid leave from the Shared Sick Leave Pool (see Section 712) shall only be granted to Pool members after all accrued leave, including EMS Paid Leave, has been exhausted.

---

Policy Approved and Adopted By:  
Fort Bend County Commissioners Court  
July 20, 1993  
Revised: September 30, 2003  
Revised: October 23, 2007  
Revised: July 7, 2009  
Revised: September 24, 2013  
Revised: October 2, 2018