

# EMERGENCY SERVICE LEAVE

**SOURCE: OHIO REVISED CODE 124.132 4113.41: 124.1310: 4765.01**

**CONTACT: OFFICE OF EMPLOYEE SERVICES**

## **Emergency Service Leave Policy:**

### **Purpose:**

Emergency Service leave is intended to provide Ohio EPA employees paid leave when the employee must be absent from work in order to provide volunteer emergency services.

1. Eligible employees shall receive forty hours of leave with pay each calendar year to use during those hours when the employee is absent from work in order to provide emergency medical service or fire-fighting service. At the end of each calendar year, any unused hours will not carry forward and will not be eligible for cash conversion.
2. Full-time and Part-time permanent employees are eligible for Emergency Service leave if the employee has met the certification requirements for holding a position as an EMT-basic, EMT-I, first responder, paramedic, or volunteer firefighter.
3. Employees must establish eligibility for emergency leave by providing the appointing authority with a valid certificate.
4. Employees who are volunteer firefighters or volunteer providers of emergency medical services shall do the following:

No later than thirty days after receiving certification as a volunteer firefighter or a volunteer provider of emergency services, submit to OES a written notification signed by the chief of the volunteer fire department with which the employee serves, or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical organization with which the employee serves, to notify the employer of the employee's status as a volunteer firefighter or volunteer provider of emergency services.
5. Eligible employees will be paid at the employee's regular rate of pay for those regular work hours during which the employee is absent from work.
6. Unless otherwise specified, employees using Emergency Service leave remain in active pay status like any other form of paid leave and continue accruing vacation, personal, and sick time at the normal rate.
7. Employees requesting paid Emergency Service leave must use the standard [Request for Leave form \(ADM 4258\)](#) as soon as practicable. Employees must mark the box for "Other" and specifically indicate "Emergency Service Leave" on the form. Employees must use the TAS "Emergency Service Leave" code on their timecard. Employees must also provide verification documentation as described below.

- a). A written statement from the chief of the volunteer fire department or the medical director or chief administrator of the cooperating physician advisory board of the emergency medical service organization, as applicable, stating that the employee responded to an emergency and listing the time of that response.
8. Employees who previously scheduled an absence using other forms of leave shall not be permitted to substitute the planned leave for Emergency Service leave.
  9. Employees who experience medical complications as a result of taking Emergency Service leave, may apply for state disability leave benefits. Employees would be required to meet all eligibility criteria for disability leave.
  10. State vehicles may not be used for this purpose.

*09/06*