

Phoenix Fire Department
Volume 1 – Management Procedures

LOCAL 493 DAY PROCEDURE

M.P. 103.10	Date Revised: 03/2023
Related Policies:	

The Emergency Response Staffing Officer (ERSO) within the South Operations Division administers the L493 Day sign-up and assignment process. The Staffing Captain at the ERSO manages the sign-up, assignment, and any reassignment of L493 Days.

Per the M.O.U., each fifty-six (56) hour member will receive four (4) L493 Days per year. One L493 Day per quarter will be awarded to each eligible member. The maximum number of members off per day is nineteen (19) to twenty-three (23) – based on the ratio of members eligible to participate and the number of days in the quarter.

All fifty-six (56) hour members will utilize the TeleStaff L493 Day Auction process during the sign-up period. If a member does not utilize the TeleStaff L493 Day Auction process, that member will be assigned a day by the Staffing Captain.

Members on Special Assignment, Industrial, Alternate Duty, or those who are scheduled to return to a fifty-six (56) hour Operations position, will submit their requests in the same manner. Members working a forty (40) hour work schedule are not eligible for L493 Days.

L493 Days supersede all other leave.

Members who are absent for the entire quarter due to Industrial, Military, or unpaid leave will not receive a L493 Day for that quarter.

Members on special assignment for less than one quarter may be able to reschedule their L493 Day during that same quarter if an opening exists.

Retiring members will receive a L493 Day during the quarter in which they are leaving. City policy requires members to actually work their last day. Therefore, the member cannot use the L493 Day as his/her last day of work.

In the event a member is on an unpaid leave status, the Human Resources Section will check with the Staffing Captain about the member's L493 Day status.

No trading of L493 Days will be permitted.

In the event that a member's scheduled L493 Day coincides with a City or Department function, such as mandatory training, the member may submit a request to the ERSO

Staffing Captain to change their L493 Day. If the request is granted, the member will choose a new L493 Day from any of the remaining days in which an opening exists.

If a member returns to a fifty-six (56) hour position in Operations, the member will be eligible for a L493 Day.

Members changing shifts at their convenience will choose a new L493 Day from the remaining days in which an opening exists on their assigned shift.

Members changing shifts at the Department's convenience may be allowed L493 Days similar to the employee's scheduled L493 Day. In some cases, this may exceed the number of L493 Days allotted per day.

All L493 Day sign-ups will be assigned using rank within academy hire date, regardless of classification. The number of BLS and ALS slots per day will be determined by ratios per rank.

Sworn members in a permanent forty (40) hour staff position will be granted two (2) Professional Development Days per calendar year in lieu of L493 Days. The Human Resources Section will monitor Professional Development Days.

All members in permanent forty (40) hour Staff Assignments will coordinate Professional Development Days with their section supervisors.