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## Flex/Comp time Procedure

**Purpose:** To establish a procedure for flex/comp time accrual and usage.

Each flex or comp time register will reflect all time that is accrued or used, and will have the proper authorization signatures for **all** entries prior to being utilized. Each battalion or division commander shall insure that all flex/comp time registers are correctly filled out prior to being submitted.

Flex/comp time balances that have already been entered into telestaff may be utilized by simply contacting the FOC and advising them that you would like to use your available comp time hours in place of scheduled leave or unscheduled leave providing staffing levels permit. Flex/comp time leave **does** count against the 16 allotted vacation slots. Flex/comp time **cannot** be utilized in place of sick leave.

All flex/comp registers with a current balance must be given to the Deputy Chief of Operations or the administrative staffing Commander prior to February 1, 2003. Each flex/comp register entry must have the correct authorization signature prior to being submitted. Individuals that fail to submit their respective flex/comp register totals before February 1, 2003 will forfeit any and all unused flex or comp time hours.

Flex/comp time accrued **after** February 1, 2003 will be submitted to the Deputy Chief of Operations or the administrative staffing Commander on the first of every month with the proper authorization signatures. The above procedure will allow for the timely entry of accrued hours into telestaff, as well as provide for a more proficient and user friendly path to utilize accrued time.

