



Santa Cruz Consolidated Emergency Communications Center

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Michael J. McDougall
General Manager

9-1-1 FIRE
POLICE
MEDICAL

COMMUNICATIONS PERSONNEL POLICY/PROCEDURE

Policy No. 2035	Date Issued: November 13, 2003
Section: 2000 – Personnel Procedures	Date Revised:
Accreditation Standards: None	
SUBJECT: ABSENT WITHOUT APPROVED LEAVE (AWOL)	
APPROVED:	
	Michael J. McDougall, General Manager

1.0 It is unacceptable for dispatchers to miss any scheduled shift. It is every dispatcher's responsibility to check the master schedule to verify the next time they are scheduled to work.

2.0 Dispatchers who fail to show up for a scheduled shift and who have not contacted the dispatch center in accordance with Policy No. 2033 (Tardiness) or Policy No. 1250 (Sick Leave) will be considered AWOL and are subject to progressive discipline as outlined in the MOU.

2.1 Any failure of a dispatcher to show up for his/her shift will be immediately reported to the Operations Supervisor or the Lead Dispatcher who will fill the vacancy (if needed).

2.2 After filling the vacancy, the Operations Supervisor or Lead Dispatcher will attempt to contact the missing employee to make they are safe and well.

3.0 The Operations Supervisors will maintain a log to track AWOL incidents. The Operations Supervisors will be consistent when implementing progressive discipline for AWOL incidents.