



## TOLEDO FIRE & RESCUE DEPARTMENT



# Directive: 25-03 - Cancel Callback; 4-Hours Sick; Extending Sick time

## 2025 Directives

**Date Issued: 03/17/2025**

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Directive 25-03 now replaces Directive [24-13](#) for Canceling Callbacks.

### Cancel Callback:

It is the current and past policy of the Fire Administration that shifts that are offered for recall will be filled in their entirety and not partially filled. A member does not have the ability to determine what particular hours of the recall shift they will work. If a need or personal choice arises whereby a member cannot completely fulfill an overtime shift, they have signed up to work, then they will cancel for the shift as a whole. The shift shall be filled with another member who is available for the needed hours. This is not meant to be a punitive action but is meant to make the selection process fairer to all members who made themselves available to work overtime.

### Calling off Sick:

Members who call in Sick (or Family Sick) must do so for no less than four (4) hours due to the staffing coverage required. The CBA section ([2125.61](#)) states that members who are recalled to meet minimum staffing shall be paid not less than four (4) hours.

### Extending Calling off Sick and Canceling Callback during a tour:

A member who, in Vector, extends their Sick (or Family Sick) call-off beyond what they called off at the start of the tour, or are canceling an overtime shift during that tour, must make contact with an on-duty line Battalion Chief or the Operations Bureau (during office hours), to inform them that the member is extending their time off. This requirement is so the call-off extension is not missed, since Vector does not directly notify the BCs.

Chiefs' office phone numbers:

Please check the admin phone directory on TFRDweb for Battalion Chief phone numbers.

**Effective Date: March 17, 2025**

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