



# 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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