



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

25-172

Date October 1, 2025

TO: All Personnel

FROM: Operations Chief Kay/Staffing Office

SUBJECT: Staffing Related Policy Changes/Practices: Sick Leave and Shift Trades

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This Memo is provided as a follow-up to Memo 25-171. It provides more detailed information related to the changes in our sick leave and trade policies.

### **Sick Leave**

*Policy 900-230* has been changed to reflect how OPS personnel call off sick. The current policy has been changed to put more ownership into the hands of the employee and allows the employee to mark themselves off on sick leave up to 1900 hours before their 48-hour shift. After 1900 hours, the staffing number must be called (801-743-7212). To mark yourself off on sick leave, log in to TeleStaff, go to your calendar and select the day you are taking sick leave by clicking the date on the calendar. That will bring up a list of items that can be selected. Select "Add." Once you have selected "Add", another box will appear that allows you to modify your work code. From the drop-down menu select "Sick Leave." Once you have selected "Sick Leave", the program will calculate your accruals and ensure you have the accrued time to take off and will then allow you to save the selection. If you do not have the option to "save," it means you either do not have enough hours to take off, or you are outside of the allowed window to mark yourself out (1900 hours-7:00 pm-prior to shift.) If you run into either of these options, you will need to call the staffing office. Sick leave can be entered in increments of 12 hours. You must call the staffing number for anything other than 12 or 24-hour increments. An LMS assignment demonstrating this is coming soon. Whereas this is a major procedure change, all other aspects of the policy are intact. Please let Captain Simons know if you encounter any issues or unforeseen program related problems as you use this new practice.

### **Shift Trades**

*Policy 400-110.* There has also been a minor change to the shift trade procedure. Previously, shift trades could not be entered if the trade was within 48 hours of the trade occurring. This has been reduced to one (1) hour. By way of reminder, the shift trade is to

be entered by the person working the trade, not the person seeking the trade. The shift trade work code also requires the user to enter a note. These notes are crucial for the staffing office when there are schedule shifts and adjustments, so please use the following format for adding notes to your trades, "Last name for last name." For example, if Captain Simons is going to work a trade for Captain Green, Captain Simons would enter the trade into TeleStaff, and the note would say "Simons for Green".