

MANAGEMENT DIRECTED DAYS OFF AT HOME UNIT

To Provide for adequate rest and recuperation, the following individual(s) are authorized ___(1) ___(2) administrative day(s) off at their home unit in accordance with the Interagency Business Management Handbook and BLM Standards for Fire Business Management Handbook.

Date	Name(s):	Unit ID:

A management directed day off may only be given when the employee is at the home unit. Home unit funds are charged. (Code the management directed day off at 060 which will populate the generic cost coding in the payroll system.)

* Supervisors must manage work schedules for initial attack, dispatch and incident support personnel during extended incident situations. During periods of non-routine or extended activity, these employees will have a minimum of 1 day off in any 21 day period. This minimum requirement should rarely be needed since scheduled days off are normally given much more frequently during periods of routine activity.

* Required days off for employees assigned to an incident at their home unit are not compensable when they occur on the employee's regularly scheduled day(s) off or holiday. Management directed days(s) off on an employee's regularly scheduled workday(s) are considered excused absences and are compensable. Home unit agency administrators may authorize additional day(s) off with compensation to further mitigate fatigue.

JUSTIFICATION:

(Indicators of the need for a day off include long shifts, but equally important, the actual observation of the physical and mental condition of the employee. This is a critical responsibility of every manager and supervisor.)
Reason Directed Day Off is Required:

SIGNATURE OF SUPERVISOR:

NAME:	DATE:
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SIGNATURE OF AGENCY ADMINISTRATOR:

NAME:	TITLE:	DATE:
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