


TO:	CAL-MAT Members
FROM:	Craig Johnson DMS Division Chief 
DATE:	July 14, 2020
Revision/Version: Revised 7/14/20	Replaces: May 15, 2020

SUBJECT: CAL-MAT Operational Periods, Tour Lengths, and Time Off

PURPOSE: Establish parameters of typical deployment lengths, shift lengths, and time off during deployment.

Summary and New information

- Describes Typical Operational Periods for CAL-MAT Deployments.
- Describes Typical Tour Lengths for CAL-MAT Deployments
- Provides Clarification and Procedures for Time Off

Background:

Protecting the health and safety of our personnel is a top priority. To support this goal, it is essential to set forth expectations for typical shift lengths, typical tour lengths, and parameters for time off.

The following protocols apply to all deployed personnel.

Policy/Procedure

The EMS Authority’s protocol for CAL-MAT operational periods and tour lengths are outlined below.

A. OPERATIONAL PERIODS

1. Operational periods for CAL-MAT will be structured around a 12-hour Operational Period, typically 0700 – 1900 and 1900 – 0700.
2. The typical CAL-MAT shift may run up to 13 hours per day. The additional hour accounts for the 20 – 30 minute transition of staff at the beginning of each shift.
3. Operational Periods for CAL-MAT personnel may vary based on the circumstances of the mission. Occasionally, and typical with the start-up of a new mission, work periods may exceed 12 hours.

4. Extenuating circumstances may result in an extended shift period of up to 16 hours. However, the occurrences are rare and require specific approval from the Team Lead/MST Director.
5. Time is not accrued for daily travel to and from the Base of Operations. Time is accrued for initial mobilization (home to Base of Operations or mobilization center) and similarly for demobilization for members located out of the local area (more than 50 miles).

B. TOUR LENGTH

1. Initial tour lengths for CAL-MAT members are up to 14 days.
2. Extensions may be granted with the permission of the Team Lead/MST Director or the Department Operations Center (DOC) Director.
3. Personnel wellness and patient safety are of the utmost importance to ensure effective operations and mission completion. Personnel shall be granted two days off for every 14 days on shift to allow for adequate staff rest cycles. The Team Lead/MST Director must approve a member's requests for additional days off.

C. TIME OFF

Staff are allowed to take up to two non-paid days off per 14-day work period, or one day after every six days when following the process outlined below:

1. All requests for time off shall be submitted on the form below at a minimum of two days in advance to ensure adequate coverage for the mission.
2. Requests will only be granted if they do not compromise the mission.
3. Short notice time off may be granted with the approval of the supervisor and MST.
4. Multiple time off requests cannot be combined, and time off cannot be taken in advance of at least six days.
5. Staff taking approved time off for up to two days shall not be required to check out of their hotel room as long as they remain deployed to the site.
6. Transportation on approved time off is the staff person's responsibility.
7. Multiple staff may be granted time off on the same day(s) subject to supervisor approval with consideration of adequate resources available to satisfy the mission.
8. The site director may cancel approved time off in the event mission, and deployment needs require staff to be present.
9. Staff are subject to recall, assuming they are adequately rested and fit.

Time Off Request

Name: _____

Day(s) and shift hours requested off: _____

Staff Person Signature: _____

Supervisor Approval: _____

Admin Acknowledgement for File: _____