



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization
Chapter:	Forms, Records & Reports
Subject:	1540 – Uncovered Per Diem Shift Form
Revision Date:	7/20/05
Approved by:	<i>B. Michael Thurlow</i>

Date of Report: _____

Employee Name: _____	
Day/Date of Uncovered Shift: _____	
Shift Location: _____	Apparatus: _____

Was the shift given away? Yes No If yes, to whom? _____

Was the shift paged out? Yes No If yes, how many times? _____

Was the Lt. or Deputy notified? Yes No

Explanation: _____

Additional Comments: _____

Cited Violation:

Scarborough Personnel Policy Section 303. Attendance at Work

Employees shall be at their respective place of in accordance with town or departmental regulations pertaining to normal hours of work. All department heads shall keep daily attendance records and furnish to the Town Manager periodic reports upon request. In the event of necessary absence because of illness or any other causes, it is the responsibility of the employees to see that their department head is advised of the reason for absence as soon as possible and at least before the time that the employee is expected to report to work.

Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____