



## GREAT BASIN COORDINATING GROUP

### Guidelines for Mandatory Days Off

- Mandatory days off are not required if the resource will be demobilized prior to the 22nd work day on assignment (exclusive of travel) (IIBMH Chapter 10-19, lines 2-3).
- The Incident Commander (IC) will determine whether employees are allowed to travel home for mandatory days off based on the proximity to the designated days off location (IIBMH Chapter 10-14, lines 33-38 and 10-15, lines 1-2).
- Once an employee arrives home for mandatory days off, they are no longer in travel status and may not collect per diem (IIBMH Chapter 10-11, lines 25-26 and 10-12, lines 11-12).
- Personnel who are required to take a mandatory day off which falls on their normal day off are not compensated for the day, whether or not the mandatory day off occurs in-place or at the home unit. (IIBMH Chapter 10-6, lines 32-34).
- ADs/EFFs returning to their point of hire are not eligible for compensation for mandatory days off (IIBMH Chapter 10- 18, lines 12-13 and Chapter 10-15, lines 12-14).
- If ADs/EFFs take mandatory days off at the incident or other designated location, they are entitled to 8 hours pay, lodging and per diem (IIBMH Chapter 10-6, lines 21-31 and Chapter 10-15, lines 3-7).
- State/cooperative resources may or may not be allowed compensable mandatory days off if they return to their home unit. Refer to the employee's local agency policies.
- Mandatory days off must encompass 2 full days off, exclusive of travel. This may affect the IC's decision on whether to allow employees to travel home or take mandatory days off in place (IIBMH Chapter 10-18, lines 30-36).
- Contractors and their personnel are not included in this guidance. Length of assignment shall be applied in accordance with the terms of their agreements (IIBMH Chapter 10-19, lines 6-10).
- If you have questions, please contact your agency Incident Business Specialist.