

S.O.P. #: 700-06

SUBJECT: VACATION AND LEAVE DAYS

DIVISION: SUPPORT SERVICES

Objective: To provide guidelines for the granting, selection and accrual of vacation and vacation leave days.

Section 1: Vacation Leave Schedule

A. On January 1st of each year, all members are granted anticipated vacation leave based on the parts of service that will be completed at any time during the vacation year, as listed in the "Vacation Leave Schedule".

<u>VACATION LEAVE SCHEDULE</u>	
<u>YEARS OF SERVICE</u>	<u>DAYS TOTAL</u>
1 year but less than 3 years	20
3 years but less than 5 years	24
5 years but less than 10 years	27
10 years but less than 15 years	30
15 years but less than 20 years	33
20 years or more	36

B. Vacation leave listed in the schedule is granted in anticipation of the member working the full vacation calendar year, thus earning all vacation leave granted for that year.

Section 2: Vacation Selection Process

A. In December of each year, the calendar for the following year will be open for vacation selection.

B. Members with their initial selection will reserve two weeks vacation anytime during the calendar year. These may be taken separately or consecutively.

C. Any member who is eligible may take a three (3) or four (4) week vacation period, provided all other members in their section have made their selection.

D. All other leave days may be taken as weeks or as leave days, anytime during the calendar year.

E. Vacation Selection Process:

1. Members shall select their regular vacation period by Rank and Seniority within their section for the entire year. A member desiring to select two or more separate weeks in the year, shall choose one vacation period according to Rank and Seniority within the section. Then, after the other members in the section have had one choice, that member may make a second selection for that vacation year.

2. Each section shall maintain sufficient manpower as directed by the Battalion Chief.

F. The Vacation Selection List (Form #19) shall be completed and forwarded to the Support Services Office, on or before December 26. It will be the responsibility of the Battalion Chief to review and approve all vacation selections.

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Section 3: Changing Vacation Selections

- A. After a vacation selection has been made, recorded, and forwarded to Administrative Services, any change to the vacation selection must be submitted to the Battalion Chief, in writing, for approval.

Section 4: Vacation Recording Process

- A. In order for Administrative Services to have the proper documentation necessary to expedite the day off recording process, it is necessary for that member or an officer to fill out a day off slip (Form #20) for a vacation week.
 - 1. The slip shall have the proper date of vacation, and shall be marked vacation week.
 - 2. The slip shall be signed by the member, and the section officer, and sent through channels to Administrative Services.
 - 3. The slip shall be submitted on the last day the member is scheduled to work prior to the vacation selection process.
 - 4. No re-approval of vacation is necessary or implied by this procedure, as this was done previously in the vacation selection process.
 - 5. This procedure will in o way affect the vacation selection, or the vacation changing process.

Section 5: Disposition of Vacation Leave at Termination of Employment

- A. A member who terminates employment with the County by resigning, retiring, etc., shall be eligible to receive or be paid for the amount of vacation leave actually earned during the months worked in the year in which the member terminates employment. However, any anticipated vacation leave used, which exceeds the amount earned, must be repaid to the County at termination:

Example: A member retiring with twenty (20) years service, on June 30 of given year, has earned eighteen (18) days vacation leave, or one-half (1/2) of that year's anticipated vacation leave of thirty-six (36) days. The member may have used the eighteen (18) days earned vacation leave, or chosen to be paid for days at retirement if not used. However, any vacation leave used exceeding the eighteen (18) days earned, must be repaid to the County at retirement. Had this member used twenty-three (23) days leave prior to retiring on June 20, the County would be repaid for five (5) days used, but not earned.

Section 6: Vacation Leave Days

- A. Leave days, as designated in the Vacation Schedule of Section 1, shall be used as follows:
 - 1. The leave days listed for the year that are not taken as regular vacation may be used at anytime during the vacation year, but they must be used before the end of the year, or accrued as per Section 9.
 - 2. Leave days must be taken in Full Day increments only.

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- B. Leave days shall be requested by completing an 'Application for Vacation Leave Days" (Form #20), as per S.O.P. 400-23, and submitting it as follows:
1. Leave days may not be selected earlier than thirty (30) days prior to the date desired off at 0800 hours:

Example: A member desiring to select October 28 shall:

Beginning with the proceeding day (October 27), count back thirty (30) days. The thirtieth day, September 28, will be the earliest date a member may place his/her name on the calendar to request a day off for October 28.
 2. Leave day requests must be submitted no later than twenty-four (24) hours in advance of the requested day.
 3. Requesting successive days:
 - a. Requests for successive leave days shall be limited to one (1) week at a time.
 - b. The "Thirty Day Rule" shall only apply to the first date of the successive days requested.
 - c. Days that have been requested in this manner shall not be cancelled by the member unless the total request is cancelled.

Section 7: Minimum Manning Requirements

A. Fire Prevention

1. There shall be a minimum of two (2) officers on duty during normal work hours, except for holidays.
 - a. One officer shall always work out of the Fire Prevention office.
2. All sections will have a minimum of one officer or inspector on duty during normal work hours, except for holidays.

B. Fire Investigation

1. There shall be a minimum of one officer or investigator and the Captain or Acting Captain on duty during normal work hours (0800 to 1530/1600 hours), except weekends and holidays.
2. There shall be a minimum of one officer or investigator on duty during the normal night duty work hours (1530/1600 to 2400 hours), except weekends and holidays.

C. Fire-Rescue Academy

1. There shall be a minimum of one officer and two instructors on duty during normal work hours, except for holidays.

Section 8: Cancellation of Leave Days

- A. Leave days that have been applied for on Form #20, and approved, may be cancelled if the member becomes physically unable to perform his/her duties, due to injury or illness, on a day or days prior to the actual date of the leave to have been taken.

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- B. Once a member is off duty on leave applied for and granted, and then becomes physically ill unable to perform his/her duties, due to a non-job connected injury or illness, the leave will not be reimbursed. However, if the member is admitted to a hospital, the leave time shall be reimbursed and sick leave charged for the actual time the member spent in the hospital.
- C. Any and all forms of leave days granted, with the exception of regular vacation periods, may be subject to cancellation when circumstances warrant an emergency being declared by the Deputy Chief.

Section 9: Accrual of Vacation Leave Days

A. Accrual Procedure:

- 1. Vacation leave days may be accrued, subject to the approval of the Chief Deputy, in accordance with the following schedule:

<u>LEAVE DAY ACCRUAL SCHEDULE</u>		
<u>YEARS OF SERVICE</u>	<u>EARNING RATE</u>	<u>MAX. ACCRUAL RATE</u>
Date of Appt. - 2 years	1-2/3 days per month	15 days
3 years - 4 years	24 days per year	20 days
5 years - 9 years	27 days per year	26 days
10 years - 14 years	30 days per year	32 days
15 years - 19 years	33 days per year	40 days
20 years and over	36 days per year	40 days

- 2. Accrual of leave days may be approved during either half of the calendar year, and may be carried over into and continue to accumulate into the next year.
- 3. Members may accrue the total days allowed by the "Leave Day Accrual Schedule" in relation to their years of service in any one (1) vacation year if desired. However, the maximum accrument allowed by the schedule may not be exceeded, except in the year of retirement.

B. Members shall be paid for vacation earned, but not used, at the time they leave County service.

C. Retirement Year Vacation Accrual:

- 1. Retiring members may accrue, for payment at retirement, all or part of the vacation earned, but not used in their final year of service, providing that:
 - a. The member shall submit a written request for such accrual, through channels, to the Chief of the Department for approval, prior to July 1, of the vacation period involved.
 - b. The member must retire on, or before December 31 of the vacation year from which the accrued time is required.

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2. This accrued time is in addition to the maximum accrument allowed by the "Leave Day Accrual Schedule."

Example: A member retiring with twenty-two (22) years of service may have accrued (40 days) in accordance with the "Leave Day Accrual Schedule", and may also accrue up to thirty-six (36) days of his/her vacation earned, but not used in the final year of service. This would provide the member with seventy-six (76) days of pay for unused vacation leave at retirement.

Should this member retire on April 1 of the final year, the vacation leave earned to that date would be one-quarter (1/4) of his/her anticipated vacation leave, or nine (9) days, which would provide the member with forty-nine (49) days of pay at retirement.

D. Requests for Use of Accrued Vacation Leave Days

1. Accrued days, that have been previously recorded for prior years, will not be granted unless used for retirement, or an extreme emergency.