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S.O.P. #: PERSONNEL 10

SUBJECT: VACATION SELECTION

DIVISION: CAREER PERSONNEL

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A. Vacation Schedule - Shift Personnel

1. On January 1st of each year, all employees shall be granted anticipated vacation leave, based on the years of service that will be completed that calendar year.
2. Vacation leave listed in the schedule is granted in anticipation of the employee working the full calendar year.
3. Employees, while in recruit training, may be given leave at the discretion of the Chief of the Department.

B. Vacation Selection - Shift Personnel

1. Vacation selection must be made in two (2) full day and/or two (2) full night increments. Employees taking off day shifts will be charged ten (10) hours leave; employees taking off night shifts will be charged fourteen (14) hours leave.

C. Vacation Selection Process

1. The selection of vacation is optional. Once an employee declines to select vacation, no additional vacation may be selected by that employee during that year.
2. Employees may select as many vacations as desired, provided they have sufficient hours available.
3. Employees may select all four (4) days of a tour (two days and two nights) or they may select just the first two (2) days or the last two (2) nights of a tour. A two (2) day or two (2) night selection counts as one selection.
4. Employees may choose two (2) consecutive tours. Employees selecting two (2) tours on the first round may select their third tour on the second round of selections.
5. The last tour beginning in December, and carrying into the new calendar year, will be considered as the last tour of the current vacation year.
  - a. Any days used in the following year, such as in "5" above, must be charged to the leave time of the year in which it was taken.

D. Vacation Selection Process for Officers

1. Fire Captains, EMS Captains, Fire Lieutenants, and EMS Lieutenants (EMS Captains or Lieutenants assigned to vehicles) shall make initial vacation selections by rank seniority on a battalion basis.
2. EMS (Lieutenants and EMS Captains assigned to vehicles) shall pick vacation and leave at the station where their office is located.
3. Four officers per field division shall be allowed off for the first round of selections.

4. Captains shall select their vacations first according to rank seniority within their battalion shift. The senior Captain may select one (1) tour or two (2) consecutive tours with his/her first selection. The remaining Captains choose in the same manner according to rank seniority until all Captains have had an opportunity to select vacation for the initial round of selections.
5. Lieutenants shall select their vacations by rank seniority within their battalion shifts after the Captains in the battalion have completed their initial selections. The senior Lieutenant may choose one (1) tour or two (2) consecutive tours with his/her first selection. The remaining Lieutenants choose in the same manner according to rank seniority until all Lieutenants have had an opportunity to select vacation for the initial round of selections.

E. Vacation Selection Process for Non-Officers

1. These employees shall select their vacations by Fire Department seniority on a station basis, after all Officers on the shift have made their initial vacation selections. The senior member (regardless of rank) may choose one (1) tour or two (2) consecutive tours with his/her selections. The remaining members of the shift choose in the same manner according to Fire Department seniority, until all members have had an opportunity to select vacation for the initial round of selections.

F. Additional Vacation Selections

1. Additional vacation selections will be made at the station level, according to rank and seniority. Captains may select one (1) tour, followed by Lieutenants, then the rest of the shift's members by Fire Department seniority. This process will repeat itself until all desired selections are made.

G. Changing Vacation Selections

1. After a vacation selection has been made, recorded at the station, and forwarded to the Battalion Chief, any change to the vacation selection must be submitted to the Battalion Chief, in writing, for approval.
2. If a member is transferred by the Department, and it is not at the request of the member, it will be the responsibility of the Battalion Chief to ensure that the member maintains his/her selection at the new station.

H. Vacation Selection for Fire Prevention

1. Vacation selection must be made in four (4) full day increments with employees being charged ten (10) hours for each day. This rule also applies to E shift personnel.
2. The vacation selection process shall be by shift starting with the Captain. Once the Captain has selected, the Lieutenants shall select by seniority. Once the Lieutenants have selected, the Fire Specialists shall select by seniority. This process shall repeat itself for a second and third round, until all selections are made.

I. Leave Usage

1. Leave, other than vacation selection, may be selected at 0001 hours thirty-two (32) days prior to the first day of the tour desired for personnel assigned to A, B, C and D shifts and twenty eight (28) days prior to the first day of the tour desired for personnel assigned to E shift. Any day in the tour may be selected. All requests for leave received between 0001 hours and 0900 hours, thirty-two (32) days prior to the desired day for personnel assigned to A, B, C and D shifts, and twenty eight (28) days prior to the desired day for personnel assigned to E shift, shall be considered as equal and determination of

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who is granted leave shall be made in the same selection order as the vacation selection listed in 'F' above.

2. Determination for who is granted leave for all requests made after 0900 hours thirty-two (32) days prior to the desired day, shall be determined by who requested the leave first.
3. Annual leave (other than vacation selections) may be taken in full-shift increments; leave may also be taken in five (5) hour increments, with additional one (1) hour increments, contiguous with the beginning or end of shift.
4. When a partial leave day is applied for on a station calendar, a full leave day shall have preference on that station calendar. The employee applying for the partial day has the option to change the partial day to a full day.

J. Battalion Leave List

1. Members may apply for leave over the normal station complement allowed off by applying for Battalion Leave in Telestaff.
2. All requests made between 0700 and 0900 hours, thirty-two (32) days prior to the first day of the tour desired, shall be considered equal and determination of who is granted leave shall be made by rank and seniority.
3. Requests made after 0900 hours, thirty-two (32) days prior to the first day of the tour desired, shall be determined by who requested leave first.
4. Station calendars will be closed at 1800 hours on the first night of night duty for the next tour of duty.
5. Once the calendar closes, the Battalion Chief will grant leave for all available leave slots that were applied for. If an opening becomes available at a station, prior to battalion leave being granted, a member will be counted on the station calendar and his/her name will be removed from the "Battalion Leave List."
6. Employees on "A, B, C and D" shift may apply for open leave slots on E shift. Employees on "E" shift may apply for open leave slots on "A, B, C and D" shift. Thirty-five (35) people are guaranteed off when "E" shift is working and thirty-three (33) at all other times.
7. When a partial leave day is applied for on a battalion calendar, a full leave day shall have preference on that battalion calendar. The employee applying for the partial day has the option to change the partial day to a full day.
8. A full leave day on a battalion calendar does not have preference over a partial leave day on a station calendar.

K. Use of Accrued Leave

1. Use of accrued leave is permitted, provided the maximum number of allowed off is not exceeded. To ensure all personnel the opportunity to use their earned leave for the current year, personnel may not select accrued leave time more than twenty-four (24) days in advance.