

DISTRICT CHIEF VACATION SELECTION POLICY

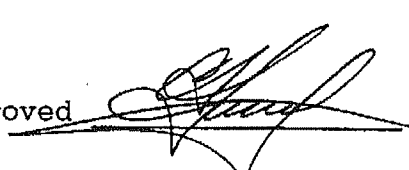
District Chiefs shall select vacations by seniority in grade, and shall submit their request in writing to the Chief of Firefighting by December of each year. This is to assure that you will be able to get off on those extended vacation periods you require during the year.

District Chiefs' vacation time is excluded from the officers' vacation calculations. Only one District Chief shall be off on vacation or floating holiday at a time. The Chief of Firefighting may grant exceptions on an individual basis to this policy.

If a District Chief desires to be off on vacation/floating holiday (unscheduled) on a particular day during the year, (he/she) must first check the calendar kept in the Firefighting Division office. If no District Chief is scheduled off on vacation or floating holiday, (he/she) must submit the "District Chief Vacation Notification Slip" to the Chief of Firefighting or Deputy Chief of Firefighting for review. His/her name will then be written on the calendar for that particular day(s).

The above does not preclude the Chief of Firefighting or Deputy Chief of Firefighting from verbally granting them emergency vacation/floating holiday time.

District Chiefs will consider each others specific needs when scheduling unscheduled vacation or floating holiday time.

Approved  11/6/91

10/31/91