VACATION PROCEDURES

Vacation selection procedures will continue to be done as they have in the past, except for the modifications listed in this document. These procedures are intended to be used for shift (48 hour) personnel assigned to the Firefighting and Rescue Division, except for those on 48 hour shifts excluded below.

EXCLUSIONS

Station 3 (the Hazardous Materials Team) personnel are excluded from being used in total vacation calculations, as their vacations are done within the station and are separate from other vacations scheduled within the Firefighting Division. Station 3 personnel will select vacations as they have in the past, but shall be entitled to use unscheduled vacation time as outlined in Section 4.

Chiefs within the bargaining unit, assigned to the Firefighting and Rescue Divisions and Rescue Battalion Captains will schedule vacations as they have in the past and will not be included in the calculations as Officers for these procedures. "Officers" for these purposes will include Lieutenants and Captains, (excluding Rescue Battalion Captains).

1. Yearly Vacation Selection (Scheduled Vacation)

1.1   The following procedure shall be used to calculate scheduled vacation time. The granting of vacation for unforeseen emergencies shall be treated as it has in the past and shall not be limited by this agreement. The management of the Fire Department has the authority, when need be, to exceed the number of fire fighters that are granted unscheduled vacation time, so long as the authority is used consistently. Management shall have the authority to deny requests for unscheduled "V" when the member is scheduled for schools or for extraordinary circumstances and can not be rescheduled at another time.

1.2 When yearly vacation selections are initiated, all fire fighters and Officers within the Firefighting and Rescue Divisions shall declare the number of hours they will schedule for yearly vacations. Fire fighters and Officers shall declare how much time they will carry over up to the 144 hour limit. Time carried over cannot be used in yearly vacation selections (scheduled vacation). Fire fighters and Officers must schedule all the time that is submitted for yearly vacation selections. Scheduled vacation may only be cancelled if the hours can be rescheduled on another available day, as defined within these procedures under Unscheduled Vacation, unless the reason for cancelling is because of injury or illness and "I" or "D" is substituted for the previously scheduled vacation time. If the requested day or days are not available, the previously scheduled time may not be cancelled and must be utilized.

1.3 If there are extenuating circumstances, a fire fighter or Officer may request the Fire Chief to make an exception to #1 and cancel scheduled vacation over the 144 hour limit. Approval of this request shall be at the sole discretion of the Fire Chief or his designee, but shall be consistently applied.

2. Vacation Time Calculations

2.1 Fire fighters - All vacation hours submitted to be scheduled shall be totaled by District on each shift. This total shall be divided by the number of duty days per shift, which will result in the number of hours that shall be allotted each duty day. The number of hours each duty day shall be divided by 24 to yield the number of people to be off each duty day.

Example: District 1A

　　　　Total vacation hours requested 7,626

　　　　Divided by 121 (duty days) = 63.0247

　　　　Divided by 24 = 2.6260

This number (2.63) will then be multiplied by 1.25 to increase the number in each District by 25%.

　　　　2.63 x 1.25 = 3.2875, rounded to 3.3

In the above example, 4 fire fighters may be scheduled off on 36 duty days (.3 x 121) and 3 fire fighters may be off on all the other duty days on the A shift in District 1.

2.2　Officers - Officers yearly vacations (scheduled vacations) shall be calculated and selected in the same manner as fire fighters in the Division, but will be done on a shift basis (A, B, C).

Example:　A shift

　　　　Total hours requested = 4,066

　　　　Divided by 121 duty days = 33.6033

　　　　Divided by 24 = 1.400 (round to 1.4)

　　　　Multiplied by 1.25 (25%) = 1.750 (round to 1.8)

RESCUE DIVISION

2.3　Fire fighters - Vacations in the Rescue Division shall be calculated in the same manner as in the Firefighting Division, except that they will be figured on a shift basis (A, B or C).

Example:　Rescue, A shift

　　　　Total hours requested = 4,066

　　　　Divide by 121 duty days = 33.6033

　　　　Divide by 24 = 1.400 (round to 1.4)

　　　　Multiplied by 1.25 (25%) = 1.750 (round to 1.8)

In the above example, 2 fire fighters from the Rescue Division may be scheduled off on 97 duty days (.8 x 121) and 1 fire fighter may be off on all the other duty days.

2.4   Officers - Officers yearly vacations (scheduled vacation) shall be calculated using the same methodology as fire fighters in the Rescue Division.

3.   Vacation Selection Process

The selection procedure shall be done as it has in the past.

4.   Procedure for Unscheduled Vacation

4.1   Any Earned time or Vacation time may be used to schedule vacation on available days as defined in these procedures:

4.2   Unscheduled vacation may be requested after normal yearly selections are complete.

4.3   Scheduled vacations that are cancelled (rescheduled, retired, promoted, "I", "D", etc.) shall be available for unscheduled vacations. (Example: The maximum allowed in District 1A is 4. A fire fighter retires that had vacation on that day. 'A fire fighter requesting unscheduled vacation for that day shall have the request granted except as provided under Section 1.1.

4.4   Unscheduled Vacation Calculations - In addition to 4.3, the number of fire fighters in the Firefighting and Rescue Divisions permitted to be off on unscheduled vacation shall be calculated in the following manner: All Districts on a specific shift (A, C, B) will total the largest whole number permitted to be off per duty day with the largest whole number allowed off per duty day in the Rescue Division on the same shift.

The minimum number for any District or the Rescue shall be one (1), (ex: Rescue = .75 will be used as 1).

Example: District 1A = 3.3 = 3

District 2A = 3.1 = 3

District 3A = 2.9 = 2

Rescue A   = 1.5 = 1

Total slots =   9

For the A shift there is a total of 9 slots available for vacation time (scheduled or unscheduled) as a minimum. Fire fighters assigned to the Firefighting Division may schedule previously unscheduled vacation/earned time as defined above until the combined total of fire fighters off on vacation time in the Firefighting and Rescue Division is nine (9) on the duty day requested. (Example: A fire fighter in the Firefighting Division requests to take a shift off on April 30th. The fire fighters who have vacation/earned time scheduled in the Firefighting and Rescue Divisions total seven (7) fire fighters on April the 30th. The request shall be granted.

4.5   Officers in the Firefighting and Rescue Divisions shall use the same methodology except on a shift basis.

Example: Firefighting Officers A shift = 3.4   = 3

Rescue Officers A Shift   = 1.2   = 1

Slots available for unscheduled V   = 4

4.6   All requests to utilize unscheduled time off shall be based on a first come, first serve basis. If it cannot be determined whose request was in first, the tie breaker will be Department seniority for fire fighters and time as an Officer for Officers.

4.7   Fire fighters assigned to the Rescue Division shall follow the procedure as outlined above, except that there shall be no more than a maximum of four fire fighters assigned to
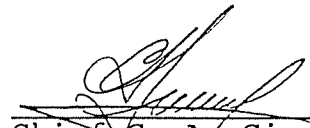
the Rescue Division off on vacation time per shift. (Example: A fire fighter in the Rescue Division requests to schedule a vacation day on March 3rd. On March 3rd, there are seven (7) fire fighters with scheduled vacation/earned days. Of the seven, four are assigned to the Rescue Division. Although the maximum number of nine has not been reached, the time shall be denied because no more than four fire fighters from the Rescue Division may be off on vacation/earned time per day. Rescue Officers shall select from the Officer pool and will be limited to a maximum of three Rescue Officers off per shift on vacation time.
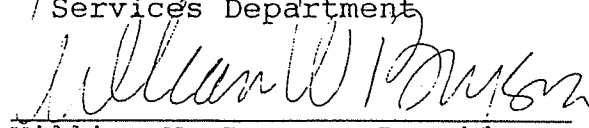
4.8   Section 4 limits will not apply when fire fighters/Officers report to duty and request unscheduled vacation time for all or a portion that day, if there are enough fire fighters/Officers to staff all permanent apparatus plus two (2) extra fire fighters/Officers, requests shall be granted down to that level. (Example: Fire Fighter Smith reports to duty and requests to take the rest of the shift off, using unscheduled vacation/earned time. All Firefighting and Rescue apparatus are in service and there are three extra fire fighters/Officers on duty. The request shall be granted).

This policy will be reviewed after one (1) year to determine if there are to be any revisions. Any revisions will be the subject of negotiations.

APPROVED _____ 11/25/91
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