

Earned Personal Leave Scheduling Agreement  
(formerly Floating Holiday)

The collective bargaining agreement between Local 587 and the City of Miami provides for earned personal leave (EPL). Article 24 states that the scheduling of EPL shall be mutually agreed upon between the employee and the District Chief/Rescue Battalion Captain. It also states that the time must be used during the calendar year or forfeited. In an effort to make as many days as available as possible for scheduling, the Firefighting and Rescue divisions shall adhere to the following procedures for scheduling EPL time:

For this agreement, the term "slot" shall be defined as a 24 hour period of time available for scheduling Vacation ("V"), Compensatory time ("E") or Earned Personal Leave time ("EPL").

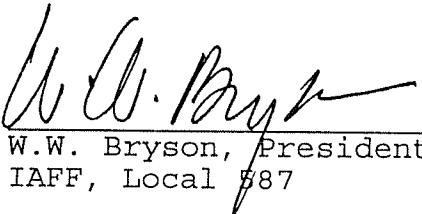
1. District Chiefs and Rescue Battalion Captains shall select as they have in the past.
2. Captains and Lieutenants shall select in the officer pool.
3. Firefighters will select in the firefighter pool.
4. EPL slots shall be allotted after yearly vacations are scheduled. See example.
  - 4.1 EPL slots shall be limited to the heaviest vacation day of the year. (see example \*)
  - 4.2 EPL slots on other days will be available up to the slot designated in 4.1.
  - 4.3 EPL time shall not be scheduled in vacation slots. Exceptions may be made by the Chief of Firefighting or his designee in unique situations. (example: a member has 23 hours of "V" time left on the books and 1 hour of "EPL", and wants to use the time for an available vacation slot. The time may be scheduled with approval.)

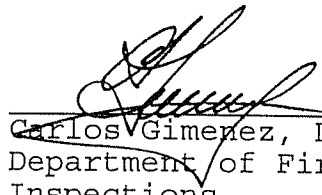
Example of section #4:

The maximum off on vacation on the "A" shift is 7 (2 in district one, 2 in district two, 2 in district three and 1 in the rescue div.). EPL slots shall be available from the scheduled vacation slots up to the limit of 7 slots.

5. Scheduling procedures. At the beginning of the calendar year, after vacations have been scheduled, members will be allowed to "bid" for available EPL slots. All EPL scheduling shall be administered by and through the Firefighting division. Bidding procedures will be:
  - 5.1 Member requesting EPL20 shall be scheduled first (may be combined with V4), using departmental seniority for Firefighters and time as an Officer, for Officers. Slots will be filled until there are no available EPL slots on the duty day requested. Members may request as many days as they want in priority order. The highest priority day available will be scheduled.

- 5.2 Members requesting less than EPL20, but at least EPL10. shall be scheduled after those scheduled as outlined in 5.1 above. Seniority shall be used as outlined in 5.1 above. EPL 10 or greater may be combined with vacation time and fill an EPL slot (not to be used as an unscheduled vacation slot). Members may request as many dates as they desire. A member's highest priority request will be scheduled that is available. Each member's requests will be considered prior to a member having a second request scheduled. (example: FF Jones request December 25 - EPL10/V14 and April 30th EPL10. Jones is scheduled for December 25th. Prior to Jones's April 30th request being considered, all other members' request will be considered and scheduled if available.)
- 5.3 Days that are scheduled in 5.1 and 5.2 above, may be canceled with the approval of the Chief of Firefighting or his designee. Cancellation requests shall not be unreasonably denied. Cancellations shall be made verbally and followed up with a communications expediter to the Chief of Firefighting.
- 5.4 After the bidding process in 5.1 and 5.2 is completed, those with EPL time available will be able to utilize the time in one hour increments on days when EPL slots are available. Vacation time may be used with EPL 10 or greater (placed in an EPL slot). If unscheduled vacation time is available any configuration of EPL (under 10 hours) and V may be used (example: EPL5/V19). EPL scheduled under 5.4 may be canceled so long as all EPL time is used prior to January 1st of the next year.
6. Request to schedule EPL time may be made verbally through the channels, but if members want to be placed on a waiting list for days that become available, they shall send an expediter through channels to the Chief of Firefighting.
7. This agreement will be reviewed prior to vacation scheduling for 1993 and determine what changes, if any, are required. Changes must be in writing and by mutual agreement of the parties.

  
W.W. Bryson, President  
IAFF, Local 887

  
Carlos Gimenez, Director  
Department of Fire, Rescue &  
Inspections

Date 12/9/93

VACATION/EPL SCHEDULE -- MAY  
A SHIFT FIRE AND RESCUE DIVISIONS

May 3	May 6	May 9	May 12	May 15
Smith	Smith	Smith	Smith	Smith
Jones	Jones	Jones	Jones	Fernandez
Fernandez	Fernandez	Fernandez	Fernandez	Gonzalez
	Gonzalez	Gonzalez	Gonzalez	Doe
		Johnson	Johnson	
		Carver	Carver	
		Doe	Doe	

May 18	May 21	May 24	May 27	May 30
Fernandez	Fernandez	Gonzalez	Carver	Smith
Doe	Gonzalez	Carver		Jones
	Carver			Fernandez
				Gonzalez

1. White blocks available for scheduled and unscheduled vacation.
2. Shaded blocks available for EPL time.
3. Officers (Captain & Lieutenants) done seperately.

(Example)