

	<b>VACATION OPERATIONAL GUIDELINE</b>		<b>2014revC</b>
	<b>AUTHORED BY:</b> Battalion Chief Tim B. Smith	<b>FESSAM#</b> 7C.1	<b>EFFECTIVE DATE:</b> 12/1/2012
	<b>APPROVED BY:</b> Fire Chief Mark Miller <i>Mark Miller</i>		<b>REVISION DATE:</b> 6/30/2017

## Procedure:

### Seniority Based System

Vacation/holiday bidding shall be conducted based on a system of seniority. An individual's seniority shall be determined by their paid service as a member of Loveland Fire Rescue Authority. A person's time with another City Department or as a Volunteer/Reserve member of LFRA shall not count towards seniority within LFRA. Seniority for multiple hires shall be based on academy or interview scores.

### Vacation/Holiday System

- The Battalion Chiefs shall be exempt from this system.
- This system shall include the ranks of: Firefighter, Engineer, Lieutenant and Captain.
  - The Captains are allowed 3 flex days per year and these days (3) are exempt from this system.
- During the months of June, July, & August – two personnel are allowed off duty for vacation/holiday.
  - Typical staffing per shift will be 23 - June through August
  - Minimum Staffing per shift will be 22 (including the BC).
  - The third rover on the shift is reserved to fill any vacancy during the summer months; some examples are:
    - Medical Leave (sick)
    - Absent City Business
    - Short Term Disability
    - Light/Transitional Duty
    - Exempt Employee time off (Battalion Chief & Captain)
    - Administrative Leave
- During the months of January, February, March, April, May, September, October, November and December – three (3) personnel are allowed off duty for vacation/holiday.
  - Minimum Staffing per shift will be 22 (including the BC).
- Only two officers are allowed off duty per shift for vacation/holiday.

- After the bidding process, all future requests will be self-entered into TeleStaff and notification(s) will be made through the individual's chain-of-command to the battalion chief.
- Any future requests after the bidding process are strictly subject to the availability of a rover and at no time shall the minimum staffing levels per shift be lowered without explicit authorization from the battalion chief and the division chief of operations.
  - If a shift is short personnel due to injury, illness or administrative reasons, future time off requests could be denied, based on the availability of a rover and minimum staffing levels. This can include the revocation of pre-approved vacation/holiday time.
- Individuals shall not take more than two consecutive sets off using vacation, holiday, comp time, or trade time. Exceptions will be granted in unusual circumstances, but a request must be made in writing to the battalion chief.
- If an employee wishes to return any vacation/holiday time, notification via email must be made to the shift BC at least 48 hours prior to the date.
- Each employee receives 124 hours of holiday per year.
  - 5 shifts and 4 hours
  - Must be used before the beginning of the new fiscal year pay period.
    - This date will be identified and announced to all personnel prior to vacation bidding:  
<http://sharepoint/Regulations/Master%20Library/HolidayLeaveAR00036.pdf>
- Each employee receives the following vacation hours per year:
  - 0-3 years – 112.56 hours per year (4.33 hours per pay period)
    - 4 shifts and 16.56 hours
  - 4-6 years – 134.4 hours per year (5.17 hours per pay period)
    - 5 shifts and 14.4 hours
  - 7-10 years – 168 hours per year (6.46 hours per pay period)
    - 7 shifts
  - 11-15 years – 201.6 hours per year (7.75 hours per pay period)
    - 8 shifts and 9.6 hours
  - 16 + years – 235.2 hours per year (9.05 hours per pay period)
    - 9 shifts and 19.2 hours

### **Vacation/Holiday System**

- Each employee is allowed the following vacation bank:
  - 0 – 10 years – 336 hours

- 14 shifts
- 10 + years – 672 hours
  - 28 shifts
- Any hours over the allowed vacation bank must be used before the beginning of the new fiscal year pay period.
  - This date will be identified and announced prior to vacation bidding:  
<http://sharepoint/Regulations/Master%20Library/VacationLeaveAR00010.pdf>

### **Bidding Procedures**

- Round One - an individual may take up to three shifts off in the same set, but the member also has the option to take one shift or two shifts. Example: June 8, 10, or 12; or June 8 only; or June 8 and 10.
- Round Two - same rules apply as Round One.
- Round Three and subsequent rounds - a member may randomly select up to three shifts throughout the year for Round Three or higher. Example: February 14, May 6 and November 10.

Members Shall Not Be Allowed To:

- Carry over shifts from one round to the other. For example: if a person only bids off one shift in Round One, they may not carry over the two remaining shifts to subsequent rounds.

### **Revision History:**

Revision C-Updated by C. Pollema to reflect the current formatting. No change in content. (10/14)

### **References:**

- Staffing Level Operational Guide 03.07.12a - <V:\Fire\General Operations Guidelines\Operational Guidelines\03 07 12a Staffing Level.docx>