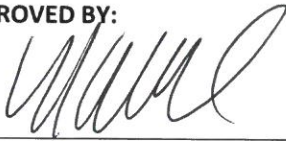
	VACATION OPERATIONAL GUIDELINE 2014revC	
	AUTHORED BY: Battalion Chief Tim B. Smith APPROVED BY: 	EFFECTIVE DATE: 12/1/2012 REVISION DATE: 10/30/2017

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 three flex days per year and these days (three) are exempt from this system, and it is based on BC approval.
- 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)	▪ Exempt Employee time off (Battalion Chief & Captain)
▪ Absent City Business	▪ Administrative Leave
▪ Short Term Disability	
▪ Light/Transitional Duty	
- 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 company 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.
- After the bidding process, battalion chiefs shall enter their personal time off requests into TeleStaff securing the third rover position. With the exception of the battalion chiefs and captain flex days, 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.
 - Any requests requiring coverage beyond what the available rovers are filling, must be approved by the division chief of operations for the approval of overtime.
- 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)

Revision D – Updated by BC Smith. Captain flex days, no more than two officers off per shift, and directions for battalion chiefs adding vacation time.

References:

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