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**Section: 1.19      Vacation/Holiday Selection Process**

Effective Date: 11/01/2012

Revision Date: 09/05/2012

Approved by: SMFD Captains 10/03/2012

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**SCOPE:**

This Policy applies to all personnel assigned to 24-hour shifts.

**PURPOSE:**

This Policy serves to identify a consistent procedure for picking vacations and holidays, thus ensuring adequate staffing in the stations, including officers.

**PROCEDURE:**

1. The vacation/holiday time off selection process for the following year should be completed during November of each year.
2. The Department will attempt to identify any personnel changes for the following year prior to November 1<sup>st</sup> of each year.
3. Vacation/Holiday time off selections will be made within each shift, utilizing the following procedures:
  - a. The order of vacation/holiday time off picks will be based on Total Seniority.
  - b. One pick is considered all of the days or a portion of the days in a work cycle; either  
Tuesday, Friday, Sunday  
**or**  
Thursday, Saturday, Monday, Wednesday
  - c. Step 1
    - i. Each station completes this portion of the process separately.
    - ii. Use Total Seniority within each station to define the picking rotation schedule; most senior person picks first and most junior person picks last per rotation.
    - iii. Each person is allowed one vacation/holiday pick per rotation.
    - iv. Only one (1) person is allowed to take time off on each shift during this step of the vacation/holiday time off selection process.
    - v. At the time of selection, the person selecting the time off will specify if the time off is vacation or holiday time. This selection will be documented on the Shift Schedule calendar.
    - vi. This process continues until everyone has utilized their current vacation/holiday time or they elect to pass their turn.

Step 2

- i. The vacation/holiday picks identified in Step 1 from both stations will be combined onto the Shift Schedule calendar.
- ii. Use Total Seniority within the shift to define the picking rotation schedule; most senior person picks first and most junior person picks last per rotation.
- iii. Each person is allowed one vacation/holiday pick per rotation.
- iv. A maximum of two (2) people are allowed to take concurrent time off for vacation/holiday on each shift.
- v. At the time of selection, the person selecting the time off will specify if the time off is vacation or holiday time. This selection will be documented on the Shift Schedule calendar.
- vi. This process continues until everyone has utilized their current vacation/holiday time or they elect to pass their turn and bank their remaining vacation time.

Step 3

- i. Banked vacation time can only be used after everyone's current calendar year's vacation and holidays have been picked during the vacation/holiday time off selection process.
- ii. Follow the process in Step 2.

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- iii. This process continues until everyone has utilized their banked vacation time or they elect to pass their turn.
  - d. This completes the vacation/holiday time off selection process.
4. After the vacation/holiday time off selection process is completed, changes need a Captain's approval.
5. Following the completion of the vacation/holiday time off selection process, a person may use vacation hours as needed throughout the year, as long as no more than two (2) people per shift are scheduled off on vacation/holiday time.
6. If one person has selected time off in less than a 24-hour increment and then another person wants that entire 24-hour shift off, the first person requesting the partial time off has the option of taking the entire 24-hour shift off. If the first person declines to take the entire 24-hour shift off, their selection of time off will be void and the second person requesting to take the entire 24-hour shift off will be selected to utilize their time off benefits on that day.
7. If a person is transferred to a different shift after the vacation/holiday time off selection process has been completed for that year, the Department will attempt to accommodate that person's highest priority vacation plans.
8. If a person is transferred off of a shift after the vacation/holiday time off selection process has been completed for that year, their time off selections will be removed from the calendar and the open dates will be available for selection as follows:
  - a. If another person is being transferred onto the shift at that time, they will have the first opportunity to select these dates for time off. Once the newly transferred person has made their time off selections, the remaining available dates may be selected by other shift members following the process as defined in Step 2, above.
  - b. If another person is not being transferred onto the shift to fill the vacancy at that time, the available dates may be selected by other shift members following the process as defined in Step 2, above.
9. Vacation and holiday time are accrued on a monthly basis according to Department policy and/or labor agreements. When an employee separates employment from the Department, that employee is responsible to compensate the Department for any use of vacation and/or holiday time exceeding that employee's accruals.