

VACATION

I. PURPOSE

To provide a paid time off benefit that will provide payment for time off for restful break from the work routine.

II. SCOPE

This policy applies to all full-time employees.

III. POLICY

TFD shall provide vacation accrual on a bi-weekly basis for all **full-time suppression** personnel as follows:

<u>Years</u>	<u>Bi-Weekly Accrual</u>	<u>24-Hour Shifts/ Year</u>	<u>Max Accrual</u>
0 - 4	5.53 hours	6.0	<u>288</u>
5-10	7.38 hours	8.0	<u>384</u>
11-15	9.23 hours	10.0	<u>480</u>
16+	11.08 hours	12.0	<u>576</u>

TFD shall provide vacation accrual on a bi-weekly basis for all **full-time administrative or non-shift suppression** employees as follows:

<u>Years</u>	<u>Bi-Weekly Accrual</u>	<u>8-Hour Days / Year</u>	<u>Max Accrual</u>
0 - 4	4.00 hours	13	<u>208</u>
5-10	5.23 hours	17	<u>272</u>
11-15	6.77hours	22	<u>352</u>
16+	8.00 hours	26	<u>416</u>

IV. GUIDELINES

- A. Maximum accrual of vacation shall be ~~240 hours two times the employee's annual accrual for suppression personnel and 172 hours for administrative or non-shift suppression personnel.~~ At the point that the employee reaches the maximum accrual point, further accrual of vacation hours shall be forfeited until such time that the employee has used the hours to a point below the allowable maximum.
- B. Under extenuating circumstances, the Fire Chief may allow an employee to carry-over vacation hours in excess of the maximum allowable. The Fire Chief shall notify the employee in writing of such an exception and

Commented [BT2]: This would take the maximums for suppression personnel to between 288 – 576, and for administrative or non-shift suppression personnel to 208 – 416. This allows the maximum to increase as the employee's earning rate increases. There are a number of districts that use this as the max

shall ensure that the excess accrual is used as soon as possible. Carry-over exceptions shall not be granted for more than two consecutive years.

- C. Unplanned vacation leave requests must be submitted at least 24 hours in advance, and shall be granted on an as available basis, at the discretion of the Administrative Captain for suppression personnel, or the Fire Chief for all other personnel.
- D. The bi-weekly accrual is based upon completion of the pay period. An employee who has not completed a pay period shall receive vacation accrual on a pro-rated basis in accordance with the number of paid hours for that pay period.
- E. Vacation hours shall be counted as hours worked for the purposes of the calculation of overtime.
- F. While employees begin accruing vacation hours upon full-time employment, they are not eligible to use accrued vacation until they have completed six months of full-time employment.
- E. Any accrued vacation hours will be paid at 100% upon termination of employment if the employee has completed six months of employment.
- F. Based upon operational needs, the Fire Chief may, at his sole discretion, modify and/or cancel a previously approved scheduled vacation.

V. PROCEDURE

- A. Employees requesting vacation leave are to submit a vacation leave form to their supervisor by the 15th of the month prior to the requested time. Requests submitted later than the 15th may still be granted; however, those requests will be considered as "late" requests.
- B. In the event of conflicting vacation schedule requests, the Fire Chief shall have the final decision in granting vacation time. The following steps shall be used in attempt to resolve the scheduling request conflict:
 - 1. By mutual agreement between the involved employees, or
 - 2. By review of the amount of vacation taken by the involved employees during the current calendar year, or
 - 3. By preference to requests for full week(s) vacation weeks vs. partial week(s), or
 - 4. By seniority of the involved employees.

- C. For purposes of determining vacation on major holidays, a lottery drawing will occur once a year, at which time suppression employees shall be able to request vacation time for these holidays. This lottery shall be held at the discretion of the Fire Chief.