



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Authorized Leave		
<b>Policy Number:</b>	109	<b>Volume:</b>	Administration
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	July 2017
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### PURPOSE

To provide guidelines for members in scheduling vacation and other authorized leave. Systematic scheduling processes are necessary to reduce the occurrence of denied requests and overtime expenditure to maintain minimum staffing levels.

### POLICY

#### Vacation Scheduling

Vacation scheduling is the responsibility of the member. The member is responsible for managing their vacation hours and maintaining awareness of hours available and scheduled.

##### A. Seniority-Based Vacation Scheduling

Members working a standard platoon (XXOOOOXX) schedule will be offered the opportunity to schedule vacation days prior to January 1 of each year. This opportunity will be by seniority, whereas the most senior member on each shift shall have precedence on which vacation days they desire to take. All requests for seniority-based vacation scheduling shall be submitted to their assigned Battalion Chief by December 20<sup>th</sup> of each year. The Battalion Chief is responsible for gathering vacation requests and assigning them the appropriate vacation days based on seniority. Members may not place more than their annual rate of accrual on the seniority-based vacation calendar. If a member does not receive a day that they requested due to all of the leave spots previously being filled, the Battalion Chief will give that member the opportunity to select an alternate date prior to scheduling the vacation days for the next member on the seniority list.

##### B. High-Priority Vacation Days

It is recognized that certain dates throughout the year are highly sought after as vacation days; these dates are primarily located around the major holidays. In order to ensure fairness in distributing vacation time on these high-priority days the following system will be used when one of these dates becomes available during the year due to a member removing their name from the leave calendar. Upon receiving a request to remove a name the Battalion Chief will consult the Seniority Vacation Scheduling forms (RFD Form 1) that were turned in the previous December in order to determine the next most-senior member who was denied the date under Seniority-Based Vacation Scheduling. That member will be given the first opportunity to accept or decline taking the date as vacation. Should that member decline to take the day as vacation the Battalion Chief will then offer the date to the next most-senior member who was denied the date under Seniority-Based Vacation Scheduling. The Battalion Chief will continue through the Seniority Vacation Scheduling forms in this manner until the leave calendar vacancy is filled. If all members who had previously requested the date decline to take it as vacation the date will be left open and it will be handled as described in Section C of this policy.

The days that will be treated as high-priority days will include the following holidays that are recognized by the City of Rogers: New Years Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day, and the days that immediately precede and follow these days.

#### C. Additional Vacation Scheduling

Members can also schedule vacation days not scheduled by the seniority-based system. These requests are subject to availability with consideration for training requests and other non-seniority vacation days that have been scheduled. Members requesting vacation leave not scheduled during the seniority system should contact their Battalion Chief with the vacation request no later than 96 hours prior to the shift on which they are wishing to utilize vacation leave. The RFD may utilize available leave slots for training or department business as approved by the Fire Chief. When scheduling in the non-seniority based system, it is permissible to utilize 12-hour blocks (0700-1900 or 1900 - 0700). Probationary members may request vacation under the additional vacation scheduling system so long as the requested dates occur after their one-year anniversary.

#### D. Use of Leave Slots for Worker's Compensation and Family Medical Leave Act Requests

Available leave slots may be utilized for Worker's Compensation (WC) and Family Medical Leave Act (FMLA) requests. The blocking of available leave slots for these unplanned absences should occur at the time of paperwork processing. Vacation and other leave already scheduled on the calendars maintained by the

Battalion Chief(s) shall not be removed for WC and FMLA. However, any available slots may be blocked to prevent unnecessary overtime expenditures.

E. Standard Schedule Vacation

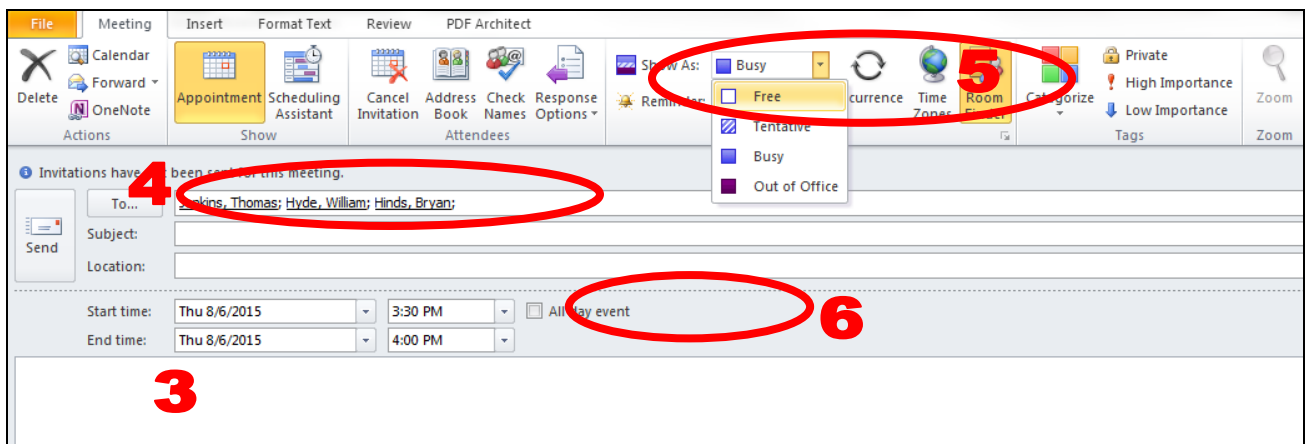
Members assigned to a conventional work schedule or to peak volume units may utilize vacation as desired up to their available accrual. Because these positions are not minimally staffed, they only require the approval of the immediate supervisor. Vacation requests should be sent using Microsoft Outlook Calendar to the following people, based on assignment.

<b>Position</b>	<b>Calendar Notification</b>
<b>Fire Chief</b>	AAFO DC-FOD DC-SOT DC-RRD
<b>Division Chiefs (DC-FOD, DC-SOT, DC-RRD)</b>	AAFO Fire Chief Division Staff
<b>AAFO</b>	AEMS DC-FOD
<b>AEMS</b>	AAFO Fire Chief Captain – EMS Program Manager
<b>ASOT</b>	AAFO DC-SOT
<b>Training Division – Sworn Staff</b>	AAFO DC-SOT
<b>Risk Reduction Division – Sworn Staff</b>	AAFO BC-RRD
<b>Field Operations Division – Sworn Staff</b>	AAFO DC-FOD
<b>Peak Volume Unit Members</b>	AAFO DC-FOD BC for the appropriate days

When utilizing scheduled leave, members should notify support and supervisory personnel as listed in the above table. The notifications should be created by following these steps:

1. Create a “New Appointment” by selecting the icon in the Microsoft Outlook Calendar module.
2. In the “subject” line, list the reason for the scheduled leave.

3. If a compensatory day is being used, please note the accumulated time in the “notes” section. Please ensure this matches the agreed upon use of time in the Compensatory Time Contract form and is in accordance with SOP 145.
4. Required notifications should occur by placing the appropriate email addresses in the “to” section of the appointment.
5. The time shall be shown as “Free” in the calendar so that calendar availability is not affected unintentionally.
6. The time shall be shown as an “All Day Event”. If leave is only being taken for a portion of the day, it should be noted in the subject field.



## Determining Criteria

The criteria used to approve or deny a request for leave centers around how the operations of the Fire Department will be impacted. As a general guideline, the following rules shall apply:

- Four members released per shift maximum
- After January 1, all requests for vacation on any date other than those listed as High-Priority Days in Section B are by first come first served, not seniority
- Training, vacation, military leave, and city business carry equal weight in scheduling. One will not be cancelled to allow for another.

## Accrual Guidelines

All members will accrue vacation hours as time is worked. Members shall be entitled to use vacation as they earn it. Probationary members are subject to strict scrutiny for vacation usage during the first six (6) months of employment. Members may “roll over” an unlimited amount of vacation up to two times their annual rate of accrual. Members possessing vacation time in excess of two times their annual rate of accrual will have the amount in excess voided each anniversary date.

## **Military Leave**

Any member serving as a member of any military reserve or National Guard unit for the United States will be granted 120 hours of leave each year, plus travel time, to participate in annual training exercises or other duties performed in an official duty status. Members should provide the anticipated duty dates to their Battalion Chief/Division supervisor as early as possible to allow for management of staffing.

Available leave slots may be utilized for Military Leave requests. The blocking of available leave slots should occur at the time that the Military Leave request is received.

Unless otherwise requested by the member, the 120 hours of Military Leave time will be applied to all official military duty until exhausted and the remaining military time off during the year shall be counted as No-Pay time. However, if there is a leave slot available on the Leave Calendar, the member may utilize accrued vacation time to attend any military duty by following the normal vacation requesting procedure. Additionally, the member may utilize No-Pay time prior to exhaustion of Military Leave by notifying the administrative assistant responsible for payroll in writing prior to the occurrence.