

Tempe Fire Department Policies and Procedures
Vacation/Scheduled Leave
105.01
Rev 7-14-08

PURPOSE

To provide guidelines for the selection of annual vacation leave and personal leave holidays (PLH).

PROCEDURE

1. Selection will be by seniority and seniority is determined as follows:
 - a. By date of hire as a permanent, continuous employee with the City.
 - b. Persons hired the same day will go by their assigned Fire Department number.
2. Vacations will be selected first, and as many as three people may pick a vacation on any given shift. A fourth person may be scheduled off during specified times.
3. PLH may be used as part of the selected vacation or picked separately after the vacation process has been completed. PLH may be used in place of vacation throughout the year within the parameters of number 2 above. After the selection process is completed, the ability to use slots not previously selected may be impacted by other absences such as industrial leave, retirement leave, and extended sick leave.
4. Members will have two hours to make a vacation selection from the time of notification.
5. Requests for cancellations or changes of vacation time or PLH leave may occur if the request is received 48 hours before the members shift. Once an individual has made these annual selections they cannot cancel more than three shifts per year.
6. The hours of leave a member can take are limited to the number of hours in their leave bank. Members are not permitted to sign-up for leave in TeleStaff if they will not have sufficient hours in their bank to cover the absence.
7. A "standby list" shall be maintained by the Field Incident Technician in TeleStaff. Cancellations will be filled from this "standby list".

Standby List

- a. During the selection process, the next person on the seniority list may use their pick to place their name on the standby list for those days that are filled. After the selection process is over, names will be added on a "first-come first-serve" basis.
 - b. Only three members may be on the standby list on any given day.
 - c. A member may only be on the standby list for one shift (or one group of contiguous shifts) until the selection process is over.
8. Each person is allowed to be scheduled for not more than three (including regular vacation picks, partials and standby list) separate entries in TeleStaff at a given time.

Partial vacations provide for members for a four hour time block. Partials of less than four hours are not permitted.

Management of partial vacations will take into consideration the amount of staffing at any given time, with the intention of not running more than 3 three member companies concurrently.

Up to two partial vacations can run concurrently. Sign up for partial vacation can not be make more than three weeks in advance. Starting at 0700 hours on a given day additional partials may be granted dependent on the available staffing (additional partials will have preference over extended partials.)

Partials may be extended the "day of" for additional four hour blocks for a total of not more than 12 hours. Requests for extensions must be received the day of the partial, starting at 0700 and not later than 0730. No request for extensions longer than four hours will be granted.

A member is limited to one partial per shift (an extended partial is considered one partial) and a maximum of six partials per month.

9. As of 0700 hours on a given shift, an additional 24 hour vacation may be granted by the Duty Chief, if a company or companies are staffed to 5 members (6 for E278/SQ278) provided a minimum of 2 ALS members per ALS company is maintained and programs, training and special operations are not affected.
10. The annual selection process shall begin January 10 and should be concluded by the end of February. Selections will be for a March 1 to February 28 time period. (It should be noted that personnel must still comply with stipulations of the City Personnel Rules and Regs 502C.)
11. If a member runs their vacation out at retirement, the slot will not be counted against the total allotted VA slots.
12. Holiday Partials (HPVA) will be offered in 6 hour blocks, starting November 15 and ending January 15 each year. The selection will be based on the Scheduled Leave policy. The process will begin early October, and a list established by November 1. Partial vacations will not be offered during the HPVA period until the primary selection process has been completed. Once the primary selection process has been completed, PVA can be taken according to policy. All HPVA must be taken during the predetermined blocks.

HPVA Blocks
0800-1400
1400-2000
2000-0800
13. These guidelines do not restrict the authority of the District Managers or the Duty Chief to manage leave in the best interest of service delivery.