

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: C-41
SECTION: Operations Division
DATE: 1/25/01
SUPERSEDES:
TITLE: **VACATION SCHEDULING PROCEDURE**

1. The shift Captains assigned to station 32 on the dates designated for vacation scheduling shall be responsible for process.

2. The person in charge will pick a date in December for vacation scheduling.
 - a. Attempt choosing a date that no one is scheduled off.
 - b. Advise management of this date so that an effort can be made to keep the date open for the vacation scheduling process.
 - c. Ask management to place the event on the calendar.

3. Inform each member of the shift verbally of the date chosen for vacation scheduling.
 - a. First notification shall be done one month prior to the scheduling date.
 - b. Second notification shall be done approximately one week prior to the scheduling date.
 - c. Keep document of the date and time each person was notified.
 - d. Request that they start considering which shifts they wish to choose.
 - e. Remind them that if they are not present the day vacations are selected, for whatever reason, they will need to provide a list of picks *prior* to the scheduling date or provide a telephone number where they can be reached.
 - f. Inform them that if they have not provided their picks or if they are not ready to choose by the scheduled date, they will be skipped and the next person in seniority will pick.

4. Beginning the scheduling of vacations.
 - a. Scheduling should begin early in the morning to afford adequate time for the process to be completed.
 - b. The order of picks will be based on seniority of years in service. The Operations Chief will provide this seniority list to the person in charge. Each person may, at the time of their pick, choose as many consecutive shifts off as they have leave time available.

- c. Each person can only schedule as much vacation leave as they have accumulated in their annual leave banks and/or they will accrue prior to actually taking the time off.
 - d. After the last person on the shift has picked, the rotation of picking will continue and go back to the top of the seniority list again. This process will continue until all desired picks have been made.
 - e. At any time during the selection process a person may stop choosing if they so desire. In that case the person will be skipped and the next person on the seniority list will pick. The selection process will continue until all personnel have stopped selecting.
 - f. Excluding investigators and Battalion Chiefs, a maximum of two personnel will be allowed off on annual leave on any given day (refer to current MOU).
 - g. At no time shall a person be allowed to drop below zero, into a negative status, of their annual leave bank.
5. The person scheduling vacations shall formulate a system of documentation that works best for them. The documentation should be orderly and precise indicating the order of events that took place in the process of choosing vacations. This documentation shall remain in the custody of that person and be retained until the following year's selections.
 6. After scheduling of annual leave is completed, the list of date's chosen shall be provided to the shift Battalion Chief so that a master vacation calendar can be created. Once completed this calendar shall be reviewed for accuracy by the shift person in charge of the selection process. The calendar shall then be provided to all stations for posting.
 7. After the scheduling is completed, any person wishing to schedule other available time off may do so by completing the required paperwork.
 8. Prior to taking any annual leave, the required paperwork shall be completed and forwarded to the shift Battalion Chief for his signature prior to taking the time off as governed by the SCFPD "Leave Approval Timeline and Cancellation of Leave" policy.

END

Written By: Robert Crum

Date: January 25, 2001