

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT
POLICIES & PROCEDURES

ARTICLE: C-42
SECTION: Operations Division
DATE: 1/25/01
SUPERSEDES:
TITLE: **CANCELING OF VACATION DATES**

Any personnel wishing to cancel previously scheduled annual leave time may do so by notifying the shift Battalion Chief in writing. The Battalion Chief will then make the appropriate corrections to the master vacation calendar. The revised calendar shall be distributed to all stations for posting indicating the changes.

Dates that were canceled will now become available to all personnel. Availability will be by seniority. If someone wants to request the available time, they will need to contact the personnel on the shift that are above them on the seniority list and ask them if he can schedule the time off. If there are no objections, they may schedule the time off. If someone with higher seniority wishes to take the available time they may do so, but must schedule the time off, in writing, by the next shift they are on duty after they have denied any other request.

If the person wanting the time off is unavailable to make contact with the higher seniority personnel and has made a genuine, and documented, effort to do so and the seven day notice deadline is near, that person may schedule the time off.

Once a person has taken the canceled annual leave time, they will be placed on the bottom of the seniority list to give the next person a chance to pick. The shift Battalion Chief shall keep track of the seniority list.

Prior to taking any annual leave, the required paperwork shall be completed and provided to the shift Battalion Chief for his signature. All requests must be provided to the Battalion Chief *prior* to taking the time off as indicated in *SCFPD* "Leave Approval Timeline and Cancellation of Leave" policy.

END

Written By: Robert Crum

Date: January 25, 2001