


# VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

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	Volume: 1	Chapter: 1	Section: 15
	Approved By: Fire Chief Robertson		Date Issued: 12/1/10
Attachments:	Resources/Cross Reference:		
Purpose: To provide for a procedure for selecting Vacation leave.			

**Procedure:**

- A. Vacations will be selected by Department seniority. Each member shall be contacted once, at which time the member may select his/her vacation in one or two parts. The member has the following options:
  - 1. Take all of his/her available credit for the year in consecutive shifts;
  - 2. Split the credit available in two (2) parts;
  - 3. Take part of his/her leave credit and leave remaining credit on the books; or
  - 4. Leave all available credit on the books, subject to maximum entitlement.
  
- B. On or before September 1st of each year, the Fire Chief shall issue and post at each Fire Station and Division a vacation calendar indicating the beginning and ending dates of the vacation year, commencing on or about January 8th and ending on or about January 7th. The maximum number of members allowed off on vacation on any given calendar day shall not exceed four (4).

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- C. A Vacation Selection Form will be distributed to each employee in August of each year. Members will designate their vacation selections and alternate selections in written form on the Vacation Selection Form. The Vacation Selection Forms are to be returned by a deadline date, which will be set a minimum of fourteen days from the date of the distribution of the Vacation Selection Forms. When the deadline date is reached, the forms will be sorted by seniority and the vacation selections will be posted on a Master Calendar. If a day closes because four employees have selected that day, the employee's alternate choice will be used as his/her vacation selection.
  
- D. If a member is called to work overtime during his/her vacation, the overtime shift worked shall not be deducted from his/her leave or credit.
  
- E. Members wishing to carry over one year's vacation to the following year may not pick a day for carried over vacation until all members have had a chance to complete their vacation selection for the current year. A member's leave request shall be approved or denied by the Fire Chief, or his/her authorized representative, on the last work shift preceding the 30th day prior to the shift requested based on seniority. Days available and requested thirty (30) days before, to and including the shift preceding the shift requested, by close of business shall be approved on a first submitted and approved basis. When two requests are received at the same time, the Fire Chief, or his/her representative, shall approve the days available on a seniority basis. The maximum allowed off for this purpose shall be four (4). Members requesting such leave shall do so in a minimum of twelve (12) hours increments.
  
- F. After the conclusion of the vacation selection procedure, the vacation selections of all classifications within the Fire Department shall be posted at all stations and divisions.

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G. Vacation Cancellation Procedure;

1. Such cancellation would not result in exceeding the maximum three (3) year entitlement.
2. Cancellation of leave chosen during normal vacation scheduling procedures shall be allowed up to and including the shift preceding the thirtieth (30th) day prior to the shift to be canceled. Cancellation shall only be approved for shifts (days) that never closed out during normal vacation selection as outlined in Subsection B.
3. Cancellation of annual leave chosen as carry over vacation after normal vacation scheduling shall be allowed up to 48 hours preceding the shift to be canceled, as long as additional vacation days are still available.
4. Cancellation of annual leave chosen during normal vacation scheduling or as carry over vacation shall be allowed up to and including the shift requested in cases of extreme family emergency with the approval of the Fire Chief. Verification of such emergency shall be supplied upon request of the Fire Chief.
5. Cancellation of annual leave chosen during normal vacation scheduling or as carry over vacation shall be allowed, at the member's request, for any member who has been transferred from the shift on which he/she chose vacation leave. In the event such member wishes to keep his/her chosen vacation after transferring to another shift, he/she shall be returned to his/her original shift until the completion of vacation leave or shall be allowed to align similar shifts on the new shift schedule to coincide with the originally scheduled vacation selection.