

**PHOENIX FIRE DEPARTMENT**

**VOLUME 1 – Operations Manual**

**VACATION**

**MP103.01 02/05 - R**

**VACATION CREDITS**

Vacation credits and carry over are allotted at the following rates:

<b><u>Years of Service</u></b>	<b><u>Monthly Max Accrual</u></b>		<b><u>Carry Over Jan. 1</u></b>		<b><u>Max Accrual which can be compensated at separation</u></b>	
	40 Hr.	56 Hr.	40 Hr.	56 Hr.	40 Hr.	56 Hr.
1 mo. to 5 yrs.	8	11.2	192	268.8	240	336
5 yr. 1 mo. to 10 yrs.	10	14	240	336	300	420
10 yrs. 1 mo. to 15 yrs.	11	15.4	264	369.6	330	462
15 yrs. 1 mo. to 20 yrs.	13	18.2	312	436.8	390	546
20 yrs. 1 mo. to	15	21	360	504	450	630

Members transferring from a 56-hour week to a 40-hour week (or vice-versa) will have their vacation hours converted to the above schedule.

Each full-time member shall be credited vacation for every calendar month of paid service. (NOTE: When calculating vacation accrual, leave of absence compensated by the Arizona Industrial Commission in excess of one (1) year shall not be considered as paid service. Further, "any absence without pay in excess of ten (10) working days shall not be allowed as creditable time") (Reference: Personnel Rule 15bl) Eligibility to use vacation credits shall begin only after six (6) months of City employment.

Vacation credits are recorded and deducted on an hour for hour basis. Partial shift vacation can be deducted in half hour increments.

It is each member's responsibility to manage their own vacation leave balance. This requires monitoring current credits as listed on pay stubs or as verified by Payroll.

Any leave credit in excess of the maximum will automatically be deducted the first pay period in January, unless additional "carry-over" is approved in advance by the City Manager.

**EXEMPT EMPLOYEES**

Any type of leave for Exempt Employees at pay classification 032 or higher (Executives, Middle Managers and Supervisory/Professional with some exemption) will be based solely on full work days/shifts.

Any leave approved by the member's supervisor that is for less than ½ the scheduled work day/shift, does not require the PPMIS (Form 60-32D to be filled out) and turned in to Payroll. This leave will be noted as an absent on the daily roll call and denote the time period of that absence.

Any leave taken that is equal to or greater than ½ the scheduled work day/shift will require a PPMIS (Form 60-32D) to be filled out reflecting the whole day/shift as being taken off.

### **PERSONAL AND EDUCATIONAL LEAVE**

Chief Officers receive 33.6 hours (24 hours for 40-hour personnel) personal leave and 28 hours (20 hours for 40-hour personnel) for educational leave.

Personal Leave and Educational Leave will be added to vacation credits and will be used in the same way as vacation.

To insure that operational requirements are met, each Division/Section Head will be responsible for managing vacation scheduling and vacation leave within their Division/Section.

### **DOCUMENTATION**

All leaves of absence will be recorded on PPMIS, Form 60-32D.

### **ANNUAL VACATION SIGN-UP/EMERGENCY SERVICES DIVISION**

The Emergency Services Division will administer the annual vacation sign-up.

**All 56-hour personnel will indicate their vacation preferences on the "Vacation Preference Record," (form 90-38.1D) and forward the completed form to the Time Management Coordinator.** This will insure that if, during the sign-up period, an employee should be absent due to illness, vacation, AWR, etc., their vacation request can be obtained.

Each member will indicate a minimum of four (4) separate vacation preferences on the Preference Record, in the event the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>, choice is already taken.

If a member chooses not to schedule vacation or has insufficient hours accumulated, s/he should indicate "no vacation" on the "Vacation Preference Record."

### **FAILURE TO FOLLOW THE SIGN-UP PROCEDURE MAY CAUSE THE MEMBER TO BE PASSED DURING SIGN-UP.**

Fire Department Members on special assignment, coming to or leaving the Emergency Services Section, will record their vacation preferences on form 90-38.1D and forward it to Time Management Coordinator.

The following table is based on the number of shifts earned per year and will help prevent signing up for more shifts than will be earned in a year.

Only the number and/or type of units (as listed per table) can be requested by the employee on the first call-up, regardless of how many hours the member has accrued.

<b><u>Seniority</u></b>	<b><u>Units Allowed to Choose From</u></b>
0 -5 years	All or any part of one (1) lettered or one (1) numbered unit.
6 - 10 years	All or any part of two (2) numbered and one (1) lettered unit.
11 - 15 years	All or any part of two (2) numbered or one (1) numbered and one (1) lettered unit.
16 plus years	All or any part of two (2) numbered or two (2) lettered units or one (1) numbered and one (1) lettered unit

The table presumes that vacation credits are earned during one (1) year and taken in the next year. It is the member's responsibility to ensure that vacation requests do not exceed (anticipated) accumulated credits. Any vacation taken without credits may be charged as "unpaid leave."

The original will be maintained by the Time Management Coordinator. Members' selections will be posted in TeleStaff. A buckslip notice will be sent out when vacation selections have been posted in TeleStaff.

## **STAND-BY AND UNSCHEDULED VACATION**

By contacting the Time Management Coordinator, stand-by vacation requests may be made any time after the annual vacation sign-up is posted.

Stand-by requests will be recorded by the Time Management Coordinator on a first come, first serve basis.

The Time Management Coordinator will maintain the master vacation schedule worksheet. Stand-by shifts can be assigned as they become available.

Paramedics may fill only those vacation slots allotted to them. This will avoid depleting Paramedic staffing below critical levels.

Members changing shifts at their own convenience will choose their vacation from the stand-by list. Members changing shifts at the Department's convenience may be allowed vacation days similar to the employee's scheduled vacation. In some cases, this may exceed the allotted vacation shifts.

Chief officers will be allotted vacation shifts by seniority prior to the posting of the vacation schedule. Requests will be recorded by the scheduling authority and assigned upon schedule posting. All Chief officers' requests for vacation after posting will be assigned on a first come first serve basis. The number of Chief officers on vacation at one time will be in concert with current Departmental policy.

## **PARTIAL SHIFT AND EMERGENCY VACATION**

All partial shift vacation requests will be managed by the Battalion Chief/Battalion Commander. After office hours, weekends, and on holidays, the Battalion Chief will manage requests for partial shift vacations.

Partial shift vacations of more than seven and one-half (7 ½) hours will require approval of the Shift Commander, which will be obtained by the member's respective Battalion Chief/Battalion Commander. Vacation of more than seven and one-half (7 ½) hours requires an opening in the vacation schedule worksheet.

Partial shift vacation requests of eight (8) hours or more will require the employee to take an entire shift of vacation. Only one (1) partial shift of leave will be granted per employee per duty shift. Rovers must inform their company officers of any partial shift leave at the beginning of their shift. This will allow the company officer time to make adjustments should a conflict arise.

If two or more members in a station have conflicting partial shift leave, the member whose leave papers request is dated first shall take precedent. If adjustments can't be made, the other conflicting partial shift leave(s) will have to be canceled.

Emergency vacation is unscheduled vacation which may be granted to a member when a critical need for leave arises, which does not qualify for any other type of leave. The determination to grant emergency vacation will be made by the member's Battalion Chief/Battalion Commander.

### **VACATION CANCELLATION**

To cancel vacation, the member will contact The Time Management Coordinator on their own shift, at least one shift prior to the shift they want to cancel.

### **LEAP YEAR SCHEDULE**

In order to insure that each group works an equal number of holidays, the following schedule will be used on Leap Years.

Each Leap Year, one (1) 24-hour work shift (between January 1<sup>st</sup> and February 29<sup>th</sup>) will be divided into three (3) eight (8) hour shifts. Each group (A, B, C) will work one (1) eight (8) hour shift.

One group will hold over from their 24-hour shift for an eight (8) hour shift, (0800-1600 hours), one group will come in for the 2<sup>nd</sup> eight (8) hour shift (1600-2400 hours), and one group will come in early for an eight (8) hour shift (2400-0800 hours), and then work their assigned 24-hour shift.

Example:

January 5, 1998	A Group	0800-1600 hours
	C Group	1600-2400 hours
	B Group	2400-0800 hours