

Title: Leave Time

**Date Issued: December 6, 2005
Date Last Revised: NEW
Revision Number: NEW
Total Pages: 7**

Purpose: To establish a guideline by which all employees may earn and utilize leave in accordance with the City of Winter Park Personnel Policy Manual Sections: 6.05, 6.06, 6.07.

Scope: This procedure is placed in this manual so that all employees will have an understanding of the procedures for the use of all forms of leave granted by the City. It is not intended to supersede any policy set forth by the City for the use of any granted leave. For the purpose of this guideline, the terms Vacation Leave and Personal Leave shall be considered synonymous dependent on which leave is currently applicable to the stated employee group. All department employees are subject to this procedure.

General:

130.01.01. Vacation Leave:

Vacation leave will be earned and used in accordance with the Personnel Policy Manual. Leave times are posted on each pay stub for each employee on a biweekly basis. Additionally, each shift Battalion Chief may access the City's system to provide an employee of their current leave balance.

Fire - Rescue:

- A vacation selection will be made on a rank, then seniority basis with the highest ranking, most senior member on the shift picking first.
- Battalion Chiefs will not be participating in the vacation picks (other than to administer the picks) and will not be occupying any of the vacation slots allotted to each shift. Battalion Chiefs will pick separately with the Assistant Chief / Operations who will grant or deny vacation requests based on the operations of the Department.
- Other than for an emergency condition (as defined below), each shift will be guaranteed **three** vacation slots per duty day for which members can request the use of vacation leave.

- The annual vacation selections will be made each year during the month of December for the following calendar year.
- Vacation choices made on the set December date for shift choices shall be limited to what the employee has accrued at that point and time. At no time will an employee be allowed to schedule vacation leave based on a future accrual.
- Vacation requests of 12 hours or more will be considered a “full” vacation request. Vacation requests less than 12 hours will be considered a “partial” vacation request. A full vacation request will have priority over a partial vacation request.
- In the event that a vacation request (which is not a full 24 hour request) is scheduled and the shift falls below minimum staffing, the Department will work to provide a replacement for the requestor. However, the requestor will not be allowed to leave shift until such time that the replacement reports for duty. At no time will any units go out of service so that the requestor can leave work.
- If a member is transferred and the Department is the cause of the transfer, then that member’s scheduled vacation during a specific corresponding timeframe will be granted. Transfers of a person who has been promoted as well as transfers that are requested by a member are exempt from the above guarantee.
- Cancellation of a scheduled vacation request shall be done by no later than 1900 hours the calendar day before by contacting the on-duty Battalion Chief.
- Requests for a scheduled vacation request must be made to your Battalion Chief 48 hours prior to the duty day in which the vacation leave will be taken. Any other requests within that 48 hours must be made directly to the Battalion Chief by phone in order for the leave to be granted based on availability.
- Requests for vacation leave other than during the annual pick will be made to the Battalion Chief via email unless within the 48 hour window as stated above.

Office of the Fire Marshal:

The Fire Marshal shall have the responsibility for scheduling vacation leave and personal leave among those employees assigned to that Division. At least one employee of the Office of the Fire Marshal must be available at all times.

Fire Administration:

The Fire Chief shall have the responsibility for scheduling personal leave for those employees in Fire Administration. In addition, the Assistant Chief / Operations shall be responsible for the personal leave and Kelly Day scheduling of the Battalion Chiefs in Fire-Rescue.

130.01.02. Sick Leave

Sick leave or personal leave shall be accrued and used in accordance with the Personnel Policy Manual. An employee unable to report for duty due to illness shall, as soon as possible, notify the Fire Department. The employee must call-in to the head of his/her respective division as soon as the employee is aware they will not be able to work their shift. Sick leave or unscheduled personal leave shall only be used with the approval of the employee's supervisor and shall not be authorized prior to the time it is earned and credited to the employee.

A medical certificate verifying the period of disability must support any illness in excess of two working days. No written verification, no pay.

The City reserves the right to contact the physician for the purpose of verifying information contained on the medical certificate.

Fire - Rescue:

Members of the Fire – Rescue division shall contact the on-duty Battalion Chief as soon as the employee is aware they will not be able to report for duty due to illness. For all members of the Fire – Rescue division, call in time on your duty day will be at 06:30 hours. Call in time prior to your duty day will be no later than 2100 hours on the shift preceding your scheduled duty day. The employee, when feasible, should make the call and speak to the on-duty Battalion Chief or acting Shift Commander. If the Battalion Chief or Shift Commander is unavailable to report to, then you must contact an on-duty Lieutenant or Company Officer who will immediately relay the information to the Battalion Chief or Shift Commander. In the event a Battalion Chief is not able to report for duty due to illness or injury, he/she shall contact the on-duty Battalion Chief who will immediately

contact the Assistant Chief / Operations or his/her designee via email or telephone reporting the cause and duration of the illness and/or injury.

The shift commander will complete a leave request form, which will be turned in with the daily attendance record. You, the employee will give the nature of your illness, expected duration, if known, where you may be reached and the telephone number. If you call in sick and expect to be paid while off duty, you must remain home with the exception of seeking qualified medical attention or medicine. Exceptions to staying home may be granted by the Fire Chief, Assistant Chief / Operations or the Human Resources Director. Depending on the type of illness or injury, and the duration of your sick leave, you may be asked to have a release from a qualified physician before returning to duty.

Office of the Fire Marshal:

Personnel will follow the same procedures as are listed for Fire Suppression Division Personnel except personnel in this division shall notify the Fire Marshal.

Fire Administration:

The Fire Chief shall notify the Assistant Chiefs of his absence and the Assistant Chief / Operations shall notify both the Chief and the on-duty Battalion Chief. The Assistant Chief / Administration and the Fire Marshal shall notify the Fire Chief or his designee.

130.01.03. Leave of Absence:

See City of Winter Park Personnel Policy Manual

130.01.04. Time Trade Leave:

Refer to SOG 130.02 for the Authorized System of Trading Time.

A leave request form will be completed with all necessary signatures on the duty day prior to the duty day the exchange is to take place. Time trades will be on a rank for rank basis only.

All personnel should be aware that it is the responsibility of the stand-by person to fulfill this agreement and to report for duty on the day of the exchange. If the stand-by person does not report for duty, the employee requesting the stand-by will be charged with vacation leave.

130.01.05 Kelly Days:

In accordance to the current labor agreement, Kelly Days shall be issued as a means of reducing the overall working hours of Fire-Rescue

members. Changes within the labor agreement shall provide an updated version by which the Department shall operate in relation to Kelly Days until such time as this guideline is updated to reflect any current change. The following shall act as guideline points for the scheduling and use of Kelly Days.

- Kelly Days will be scheduled and assigned utilizing a 5 year schedule. Each shift member from Lieutenant to Firefighter will be given 6 Kelly Days in a 12-month period.
- Each member of a shift will be assigned a number based on their rank and seniority prior to the Kelly Day assignment.
- Battalion Chiefs will not be part of the Kelly Day assignment. They will be given 6 Kelly Days per year that will be requested and assigned by the Assistant Chief / Operations, which will be dependant on shift staffing and shift operations.
- During the assignment phase for each 5-year schedule, a lead off number, which corresponds with a member of the shift will be drawn to determine the order in which Kelly Days will be assigned. This number and corresponding person will be the leadoff person for the Kelly Day rotation and all other members will follow in succession based on their assigned number. For each year, a different leadoff person will be picked using the number drawing system. If a person is picked as a leadoff person for any of the 5-year drawing, their number is not to be returned to the rest of the numbers for subsequent yearly picks. This will ensure that the same leadoff person is not picked a second time, as well as provide other members an equal chance in the rotation. An example:

For the first year drawing, the member assigned to number 1 is drawn, indicating he/she is the leadoff person for that year. Number 1 is assigned to the first day within the Kelly Day cycle. The next shift in the cycle will be for member 2 and so on. When picking for year 2 through 5, member 1's number should not be added back into the mix. Therefore, members 2-21 will have an equal chance of being the leadoff person for the next years.

- Kelly Day cycles will consist of two months, based on the fiscal year, starting in October. The cycles will be:

October – November
December – January
February - March
April - May
June - July
August – September

- A member will only be assigned **one** Kelly Day for each Kelly Day cycle.
- If it is found that during a Kelly Day cycle, there are not enough days to assign each member of the shift to a Kelly Day, then the member may be assigned to a day where no Kelly Day is assigned if one exists. However, if no vacancies exist, then the member not able to be assigned should be assigned to the first duty day of the cycle. This will create a situation where there will be two persons on Kelly Day. This will not impact the two vacation slots. An example:

X Shift has 21 people it must assign a Kelly Day during the cycle of February – March. It only has 20 slots to do so. The BC on X Shift sees there is a vacant slot in the cycle of December – January. The unassigned person is assigned to that vacant slot in the December – January cycle. If no vacancies are found, then the person would be assigned to the first duty day during the February – March cycle, along with the person regularly assigned to that slot.

- Kelly Days may only be swapped with other members of the shift during the same Kelly Day cycle. An example:

Firefighter X may swap his/her Kelly Day with Firefighter Y during the same Kelly Day cycle, say the February – March cycle. He/she can not swap a Kelly Day from the February – March cycle with one in the April – May cycle.

- In order to swap a Kelly Day with another shift member, both members must email the Battalion Chief prior to the swap for approval.

130.01.05. Emergency Conditions

For the purpose of this guideline, emergency conditions are defined as any conditions determined by the Fire Chief or his designee that could

alter and/or supercede the procedures and processes listed within this guideline. It is understood that when the Department is operating under its established Emergency Plan, emergency conditions are in effect and can affect staffing needs and the leave processes.