

Phoenix Fire Department
Volume 1 – Operations Manual

VACATION

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| MP 103.01 | Date Revised: 02/23 |
| Related Policies: | |

PURPOSE

The purpose of this M.P. is to:

1. Outline the accrual process of vacation credits.
2. Outline the process in which vacation hours can be awarded or cancelled.

Vacation Credits

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

| <u>Years of Service</u> | <u>Monthly Max Accrual</u> | | <u>Carry Over Jan. 1</u> | | <u>Max Accrual which can be compensated at separation</u> | |
|--------------------------|----------------------------|--------|--------------------------|--------|---|--------|
| | 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 more than 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.

Currently, the number of fifty-six (56) hour members allowed off the entire shift on vacation will be: Tuesday through Thursday 28 and Friday through Monday 29.

Vacation credits are recorded and deducted on an hour for hour basis. Partial shift vacation can be deducted in 15-minute increments.

It is each member's responsibility to manage their own vacation leave balance. This requires monitoring current credits as listed in e-CHRIS or as verified by Payroll. **The current carryover and maximum accrual amounts can be referred to in the most current MOU.**

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 workdays/shifts.

Any leave approved by the member's supervisor that is for less than ½ the scheduled workday/shift, will be noted as an absent in TeleStaff and denote the time of that absence.

Any leave taken that is equal to or greater than ½ the scheduled workday/shift will be reflected in TeleStaff as the whole day/shift 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 ensure 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 leave will be recorded in TeleStaff.

Annual Vacation Sign-Up/Operations Division

The Emergency Response Staffing Office (ERSO) will administer the annual vacation sign-up.

All 56-hour personnel will utilize the TeleStaff Auction for the Annual Vacation process. This will ensure 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 may bid on a maximum of 30 shifts of vacation. All members will be awarded a maximum of 10 shifts of vacation during the Annual Vacation Auction.

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 Operations Division, will record their vacation preferences in the same manner stated above.

It is the member's responsibility to ensure that vacation requests do not exceed (anticipated) accumulated credits. Any vacation taken without credits will be charged as "unpaid leave." Vacation shifts awarded through the Annual and Wait List auction and/or the Waiting List Self Entry processes are not to be considered as authorization to take leave if the member does not have enough accumulated vacation credits and defaults to Leave Without Pay (LWOP). All leave awarded through these processes is awarded as vacation. If a member does not have enough vacation credits to cover awarded leave, the time does NOT automatically default to Comp Time. Members must call Time Management in advance and request to change vacation shifts to Comp Time if they wish to have the leave drawn from those banks. Comp Time shifts are NOT separate in terms of awarding shifts or available spots.

Annual Vacation Sign-Up will be awarded based on length of time in classification (i.e., Firefighter, Engineer, Captain) seniority. Available vacation shifts will be allocated by Department make-up (ALS/BLS) and ranks within those.

The original submission will be maintained within the TeleStaff Auction. Awarded vacation shifts will be posted in TeleStaff. A notice will be sent out when vacation selections have been posted in TeleStaff.

Vacation Waiting List And Unscheduled Vacation

The Vacation Waiting List is built initially utilizing a TeleStaff Auction process that immediately follows the Annual Vacation Sign-Up Auction. During the Vacation Waiting List Auction, members will be placed on the Vacation Waiting List in order of seniority by academy start date/class placement seniority – ALS members being placed on a waiting list for any available ALS vacation spots (regardless of rank) and BLS members being placed on a waiting list for any available BLS vacation spots (regardless of rank).

56 hr. members will enter bids via the Vacation Waiting List Auction in TeleStaff for up to 30 shifts during the Vacation Waiting List Auction Sign-Up Period. All members will only be awarded 10 shifts during the Vacation Waiting List Auction.

After the Annual Vacation Auction and the Vacation Waiting List Auction are complete and results posted in TeleStaff, members will then be notified that they can begin entering additional "Waiting List Self Entry process" requests via the Telestaff self-sign-up process. Members should actively manage their waiting list requests and remove their name if they no longer wish to be considered for vacation awarding for previously requested days.

Waiting List: As a shift becomes available the Time Management Coordinator will utilize this list to award.

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 cause the ERSO team to 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 Time Management and assigned upon schedule posting. All Chief Officers' requests for vacation after the initial posting will be assigned on a first come first serve basis. The number of Chief Officers off on vacation at any one time will be in keeping with current Departmental policy.

Partial Shift Vacation

Requests for partial leave should be made to the Partial Leave Line (602-534-8463). Partial leave requests can be for a maximum of 7.5 hours, partial shift vacations of more than seven and one-half (7 ½) hours will require the employee to take an entire shift of vacation. Vacation of more than seven and one-half (7 ½) hours requires an opening in the vacation schedule worksheet maintained by the SSC/ERSO.

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 the needed adjustments should a conflict arise.

Conflicting partial leave requests are managed by the member's respective Battalion Chief/Shift Commander.

Emergency Vacation

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 SSC/ERSO.

Full Shift Vacation Cancellation

To cancel full shift vacation, the member must contact the Time Management Coordinator no later than the end of the employees assigned shift prior to the shift they want to cancel. Example: a member assigned to A shift who wishes to cancel their awarded vacation scheduled for an upcoming A Shift must do so prior to the end of the A Shift that immediately precedes the day of scheduled vacation. Requests to cancel full shift leave after hours or on weekends and holidays should be directed to South Shift Command. Cancellation requests made outside of this time frame will be considered only if the shift can be awarded to a waiting member.

Partial Shift Leave Cancellation

To cancel a partial shift leave, the member must contact the Partial Leave Line one shift in advance of the scheduled leave and no later than the day before the scheduled leave. All partial leave cancellations for the same shift/day or later must go through the member's respective Battalion Chief for approval.

Leap Year Schedule

To ensure that each shift works an equal number of holidays, an alternate schedule will be employed during Leap Years. Alternate schedules must ensure cost neutrality, maintain equal hours worked by each shift within in the normal work cycle, ensure shared sacrifice over all

three shifts, work within the existing pay cycle, and work within the Fair Labor Standards Act (FLSA) prohibiting any employee from working without compensation. Alternate schedules will occur in the February-March time frame. This allows the calendar to shift so that holidays are more evenly distributed across all three shifts. This practice meets all FLSA mandates and creates no additional cost.