PHOENIX FIRE DEPARTMENT
Volume 1 – Management Procedures

VACATION

M.P. 103.01	**Date Revised:** 11/2026
This policy is for internal use only and does not expand an employee's legal duty or civil liability in any way. This policy should not be construed as creating a duty to act or a higher duty of care with respect to third-party civil claims against employees, the Phoenix Fire Department (PFD) or the City of Phoenix. A violation of this policy, if proven, may form the basis for non-judicial administrative action by the employer in accordance with the laws and rules governing employee discipline.	
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:

Years of Service	**Monthly Max Accrual**		**Carry Over Jan. 1**		**Max Accrual which can be compensated at separation**	
	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.

The number of members allowed off per shift on vacation will be reviewed by ERSO and implemented through the Labor/Management process. The minimum number of fifty-six (56)-hour operational members allowed off the entire shift on vacation will be evaluated annually using the operational factor of 1.85%, Monday through Sunday. Vacation opportunities will be allocated by rank and ALS/BLS classification in proportion to the number of members in each classification. ERSO will periodically review the allocation as Operations staffing changes, allowing vacation capacity to be adjusted strategically while maintaining operational readiness. ERSO will use the operational factor of 1.85% for members assigned to Operations as the basis for determining vacation capacity.

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 absence in TeleStaff and will 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) of 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.

Semi-Annual Vacation Sign-Up/Operations Division

The Emergency Response Staffing Office (ERSO) will administer the vacation sign-up process in two six-month periods each calendar year. The annual vacation calendar will be divided into two

separate TeleStaff Auctions. The first auction will cover January 1 through June 30, and the second auction will cover July 1 through December 31.

All 56-hour personnel will utilize the TeleStaff Auction for each six-month Vacation Sign-Up process. This will ensure that if an employee is absent during the sign-up period due to illness, vacation, AWR, etc., their vacation request can be obtained.

For each six-month auction period, each member may bid on a maximum of fifteen (15) shifts of vacation and may be awarded a maximum of five (5) shifts during the Semi-Annual Vacation Auction. The two six-month auctions together preserve the current maximum of ten (10) awarded vacation shifts each calendar year.
FAILURE TO PARTICIPATE IN THE AUCTIONS AND FOLLOW THE RECOMMENDED SIGN-UP PROCEDURE CAUSES THE MEMBER TO BE PASSED DURING AWARDS.

Fire Department Members on special assignment, entering 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." f.

Vacation shifts awarded through the Semi-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. Should this occur the member will default 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 this bank. Comp Time shifts are NOT separate in terms of awarding shifts or available spots.

Each Semi-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 rank and ALS/BLS classification based on the proportional makeup of Operations staffing. This rank-specific allocation is intended to provide equitable access to vacation while preserving the staffing depth required within each classification.
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.

Vacation Waiting List and Unscheduled Vacation

The Vacation Waiting List will be created through a waitlist auction, followed by a self-entry phase where employees enter their post-auction codes for each six-month period.
The Vacation Waiting List Auction awards in order of seniority, based on academy start date/class placement seniority, within their respective rank and ALS/BLS classification.

56 hr. members may enter bids via the Vacation Waiting List Auction in TeleStaff for up to fifteen (15) shifts during the applicable six-month Vacation Waiting List Auction Sign-Up Period. Members may be awarded a maximum of five (5) shifts during each six-month Vacation Waiting List Auction.

After the Auctions

Members changing shifts at their own convenience will forfeit current vacation awards and must request through waitlist vacation on their new shift. Members changing shifts at the Department's request 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 totals.

Chief Officers will be allotted vacation shifts by seniority using the same auction process consisting of a vacation auction followed by a waitlist auction. 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-served basis. The number of Chief Officers off on vacation at any one time will be in keeping with current Departmental policy.

Partial Leave Management

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 leave requests of any kind or combination of more than seven and one-half (7.5) hours will require the employee to take an entire shift off if available. Vacation of more than seven and one-half (7.5) hours requires an opening in allotted vacation positions for that day.

Each member may be approved leave for one (1) professional partial-shift leave and one (1) personal partial-shift leave per duty shift, **with combined hours not to exceed 7.5 hrs**.

1. **Professional**- Departmental training, other department-related city business. Professional partials that are in conflict with standard staffing guidelines, which have been approved by ERSO with an associated cost center, may be entered as hirable.
    a. City Business: Fire Department Business, Departmental training: TRT, HMT, FEMA etc.
    b. Union Business: Defined in MOU: Rights of the Union
    c. Whole Truck partials in the company activity calendar are excluded.
        i. Ex. E1 whole truck is scheduled for physicals at the Health Center
2. **Personal-** Non-departmental related obligations.
    a. Ex. Industrial, Sick, Vacation, etc.

Rovers must notify their Company Officer of any partial shift leave at the start of their shift to allow adequate time for planning and for any necessary staffing adjustments if a conflict arises. **Any conflicting partial-leave requests will be reviewed and resolved by the member's Battalion Chief or Shift Commander.**

Emergency Vacation

Emergency vacation is unscheduled vacation that 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 72 hrs 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 beginning of the A Shift that immediately precedes the day of scheduled vacation. . Vacation canceled after the applicable Semi-Annual Vacation Auction will be returned to the vacation pool for the same rank and ALS/BLS classification. Post-auction vacation availability will be offered to the next eligible member on the waiting list within the specific rank and ALS/BLS classification. Requests to cancel full-shift leave after hours or on weekends and holidays should be directed to South Shift Command. 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.