

## Leave Selection Policy

### Purpose:

The purpose of this guideline is to provide a management tool to assist in the fair distribution of the available time off.

### Responsibility:

The responsibility for determining staffing parameters and requirements rest with the Command Staff. The Operations Battalion Chief is responsible for insuring the Leave Bid Guideline is followed and staffing requirements are met.

All modifications to this policy will be at the discretion of the Operational Battalion Chief or Chief of the department.

### Staffing:

Daily fire department **maximum** staffing is 19 personnel (including the Battalion Chief).

**Minimum** daily staffing is 14 personnel (including the Battalion Chief).

**Definitions:**

**Draw list:** A department vacation and holiday draw list will be established and provided.

**Leave:** Accrued vacation or holiday time may be taken according to Lehi City Policy.

**Tour:** two 24hrs shifts back to back, or 48hrs straight

**Selection Cycle:**

Vacation will be drawn first, no holidays will be allowed to be taken off during vacation draw. Those holidays are; Christmas, Christmas Eve, Thanksgiving, New year's eve, New years day, labor day, memorial day. Then holidays will be drawn.

The Fourth of July is a blacked out day, no employees allowed off.

**Vacation will be drawn in the following order:**

Battalion Chief

Captain

Engineer, Paramedic, Firefighter will drawn in order of time on the job.

Employees will only be allowed to draw the number of vacation days to be earned in the year (no banked time during vacation draw).

Round 1: The employee will draw two tours

Round 2: The employee will draw two tours

Round 3: The employee will draw one tour

**Holidays will be drawn in the following order:**

Time on the job

Round 1: employees will draw two 24hr shifts, they may be consecutive.

Only one of the above mentioned holidays may be drawn.

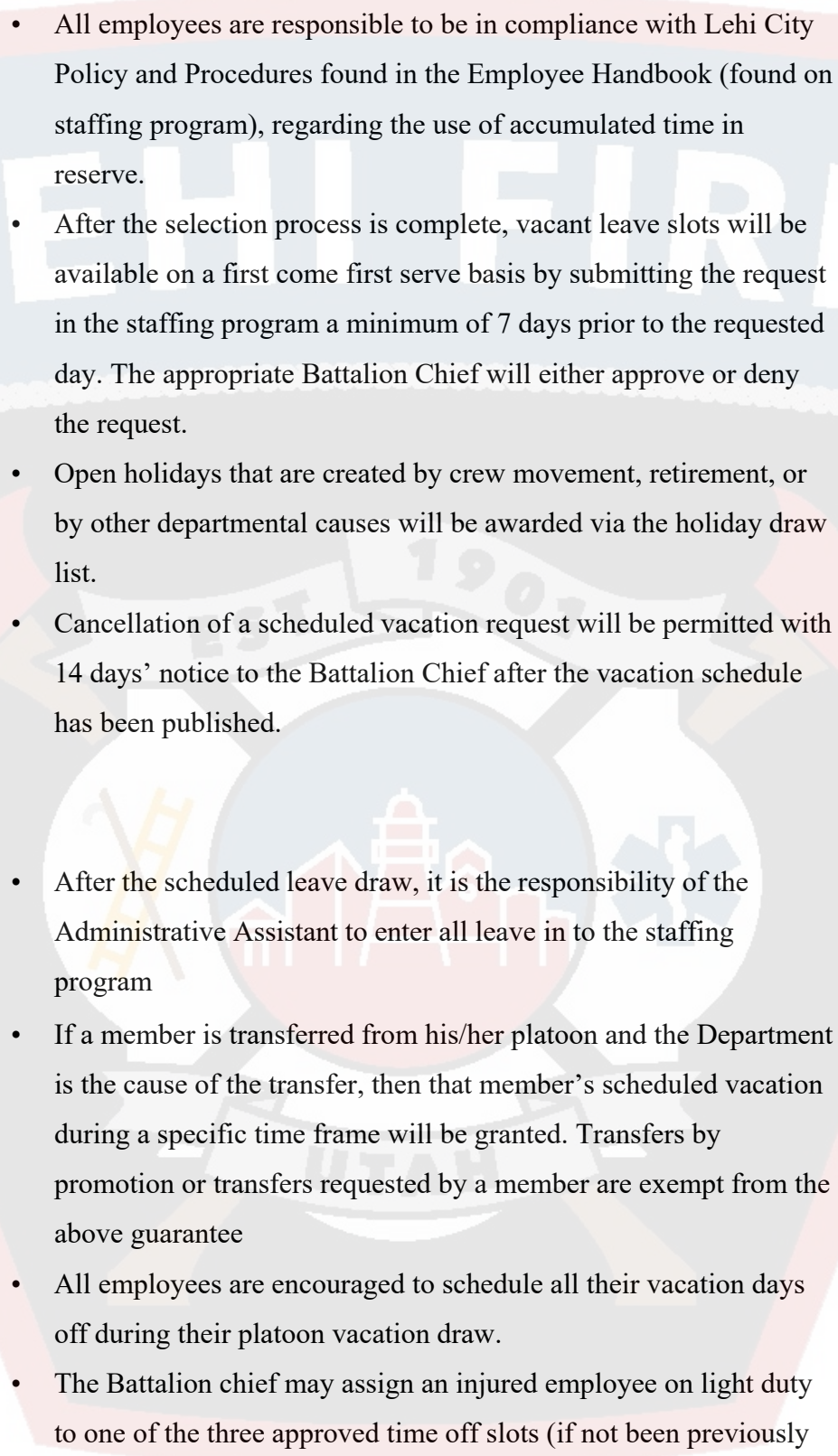
Round 2: Employee will draw two 24hr shifts.

Round 3: Employee will draw two 24hr shifts.

After the third round of Holidays employee will be allowed to draw banked time off in order of the vacation draw list and only 96hrs may be put down per round.

**Procedure:**

- The time off schedule will start January 1<sup>st</sup> and end December 31<sup>st</sup>. The schedule can continue into the next year if the full 48 hour shift is split between the last day of the year and the first day of the next year.
- All full-time suppression personnel shall participate in the leave draw. If a crew member is absent from duty for training or leave purposes he/she may draw vacation via absentee by turning in requests to their Captain and have them draw the requests.
- The formal selection process starting 2020 will take place the morning following the first tour in November.
- A maximum of three suppression personnel per platoon will be permitted leave on any given day. Special circumstances will be considered by the administration. A maximum of two officers will be allowed off a day.

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- The background of the page features a large, semi-transparent watermark of the Lehi Fire Department logo. The logo is a shield-shaped emblem with a red border. At the top, the words "LEHI FIRE" are written in large, white, sans-serif capital letters. Below this, the year "1907" is visible. The central part of the logo contains a circular emblem with a fire hydrant, a ladder, and a fire truck. The entire logo is set against a light blue and white background.
- All employees are responsible to be in compliance with Lehi City Policy and Procedures found in the Employee Handbook (found on staffing program), regarding the use of accumulated time in reserve.
  - After the selection process is complete, vacant leave slots will be available on a first come first serve basis by submitting the request in the staffing program a minimum of 7 days prior to the requested day. The appropriate Battalion Chief will either approve or deny the request.
  - Open holidays that are created by crew movement, retirement, or by other departmental causes will be awarded via the holiday draw list.
  - Cancellation of a scheduled vacation request will be permitted with 14 days' notice to the Battalion Chief after the vacation schedule has been published.
  - After the scheduled leave draw, it is the responsibility of the Administrative Assistant to enter all leave in to the staffing program
  - If a member is transferred from his/her platoon and the Department is the cause of the transfer, then that member's scheduled vacation during a specific time frame will be granted. Transfers by promotion or transfers requested by a member are exempt from the above guarantee
  - All employees are encouraged to schedule all their vacation days off during their platoon vacation draw.
  - The Battalion chief may assign an injured employee on light duty to one of the three approved time off slots (if not been previously drawn) to ensure adequate staffing. This will not bump an employee from their drawn day.

- Battalion chiefs will draw their 40 hours of personal time at the end of the vacation round.
- All vacation can be up to the discretion of the Battalion Chief.

