

SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1102
	SECTION: 1100 PERSONNEL	
	SUBJECT: VACATION TIME OFF (Shift & Day Firefighter Personnel)	

Purpose: To provide for a consistent procedure for vacation time off requests.

Scope: The following procedure addressing the request and granting of vacation time off for shift personnel will be adhered to by all officers and members of this district.

Procedure:

1. Employee will earn vacation time off as outlined in the current MOU.
2. Normal vacation time off request will be allowed in increments of one (1) duty shift as defined in the district policies.

Exception: For a firefighter assigned to day shift, his/her duty shift will be defined as nine (9) consecutive hours.

3. No more than two (2) persons per shift shall be allowed off at any one time. Any absence due to sick leave, industrial disability or vacation shall be considered as "time off". Requests for vacation leave that exceed two people off per shift may only be authorized or denied by the duty chief or the fire chief.
4. All requests for full shift vacation time off shall be submitted, in writing, prior to the start of the requested time off, consistent with the current MOU.

Exception: A person may submit a request for vacation time off with less notice. However, such requests shall only be granted or denied by the district fire chief.

5. *Short increment* vacation will be allowed, provided that *there is no operational or financial impact to the district*, and subject to the approval of the employee's supervisor. Employees may use non-planned vacation in short increments as outlined in the current MOU.
6. All requests for short increment vacation time off shall be submitted no sooner than

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108 hours prior to the planned use. The intent is to prevent impacts to standard full shift vacation requests.

7. The shift captain, or acting captain, shall have the authority to grant or deny vacation requests for his/her subordinates. The division chief of operations or, in his/her absence, the duty chief shall have the authority to grant or deny vacation requests for captains.
8. Once vacation time off has been approved, it is the responsibility of the employee's supervisor to post the request on the schedule at station one. Once the vacation time off has been posted, the approval will not be canceled provided that these procedures have been followed and barring any extraordinary circumstances. Posting entails writing a "V" in *red* ink on the schedule on the date of the request. If the request is for less than a full shift, the number of hours shall also be noted.

NOTE: The request has not been formally granted by the supervisor until it has been posted.

9. It is essential that the supervisors post the requests immediately after approving it in order to maintain current status.
10. The employee may cancel a recorded vacation request using the following guidelines:
 - Cancel requests must be submitted a minimum of 24 hours in advance of the scheduled time off.
 - Completing a *Time Off Request* form listing the affected days and hours to be canceled.
 - Across the top of the *Time Off Request* form employee should write "cancel vacation".
 - Any call back that may have been scheduled will also be canceled by this action.

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