

Springdale Fire Department

Policy & Procedures Manual

Volume 1 – Administration

Section 102 - Personnel Policy

102.4 – Vacation Leave

Personnel are eligible to take vacation after the completion of one year of service with the SFD. Personnel may not take more than their current accrued amount as recorded by the City Clerk's Office.

Vacation may be taken in full or one-half shift increments. Shift personnel may take vacation in either 12 hour or 24 hour increments. Personnel assigned to Fire Administration may take vacation in 1 hour increments.

Vacation requests and approvals are maintained in the Firehouse Scheduling Module. SFD Personnel must individually select the desired date for vacation while signed on with their Firehouse user name and change their activity code under the Assigned Tab to "VAC." In addition, it is required that all line personnel send an e-mail to their Shift Commander to inform them that a vacation request has been made. The Shift Commander, or their assigned replacement, will be responsible for approving the vacation request.

No more than three (3) shift personnel may take vacation at any one time. Shift Battalion Chiefs and Fire Prevention Captains are not included in the maximum count of three personnel.

The vacation period shall be from January 1 to December 31 of each calendar year. Vacation selection for shift personnel is first selected by "priority" according to seniority. The most senior personnel on each shift selects priority vacation first (regardless of rank). The priority vacation begins on November 1 for the following year's vacation period. Priority vacation may be selected for one shift or an unbroken block of contiguous shifts.

Personnel have a maximum period in which to select priority vacation, which is one duty cycle (from today's shift until next shift) to identify their vacation. After this period, if the personnel have not made a selection, the vacation selection will move on to the next most senior personnel on the list.

Shift Commanders will notify their personnel when the priority selection period is completed. After all eligible shift personnel have had their opportunity to select priority vacation, the remaining vacation openings become "first come, first served".

Personnel assigned to Fire Administration shall coordinate vacation requests with their immediate supervisor.