

Table of Contents

OPERATIONS MANUAL

STANDARD INSTRUCTION 14 ADMINISTRATIVE POLICIES

SECTION 01: VACATION SELECTION

I.	PURPOSE.....	1
II.	SCOPE.....	1
III.	AUTHORITY	1
IV.	REQUIREMENT	1

TITLE O P E R A T I O N S M A N U A L	STANDARD INSTRUCTION 14		DEPARTMENT F I R E - R E S C U E
SUBJECT V A C A T I O N S E L E C T I O N	SECTION 01	PAGE 1 of 6	EFFECTIVE DATE 07/01/2017

I. PURPOSE

To assist with reducing annual leave balances of Local 145-represented employees in the Department.

II. SCOPE

This policy shall apply to all Local 145-represented employees (excluding Fire Recruits).

III. AUTHORITY

The Fire Chief authorizes the information within this policy.

IV. REQUIREMENT

A. The annual leave balance will be determined for all Local 145-represented employees (excluding Fire Recruits) annually. Any employee who has accrued and unused annual leave in their Leave Bucket that is over their annual leave cap as of the designated pay period (i.e. “snapshot”) as identified in this Policy, will be required to participate in a vacation draw. An employee’s annual leave cap is identified in Local 145’s Memorandum of Understanding, Article 28, section B.

1. For personnel working a 56-hour shift work schedule, a vacation is defined as four consecutive 24-hour shifts selected from the predetermined vacation draw calendar.
2. For all other employees a vacation is defined as four consecutive work days off within the same work week. This is inclusive of all non-operational schedules (44/36, 4/10, 5/8). These vacations will be arranged as normal time off and approved by the employee’s supervisor. They will not be part of the vacation draw process described in this Policy.

V. POLICY

A. Annual leave balances will be determined for the following Local 145-represented classifications:

1. Fire Battalion Chief
2. Fire Captain
3. Fire Engineer
4. Fire Fighter (I, II, III)
5. Assistant Fire Marshal
6. Fire Prevention Supervisor
7. Fire Prevention Inspector (I & II)
8. Emergency Medical Technician
9. Paramedic (I & II)
10. Fire Helicopter Pilot
11. Air Operations Chief

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 14		DEPARTMENT FIRE-RESCUE
SUBJECT VACATION SELECTION	SECTION 01	PAGE 2 of 6	EFFECTIVE DATE 07/01/2017

- B. For Fiscal Year 2018 only, to satisfy the implementation timeframe of the Vacation Selection Policy required per Local 145's Memorandum of Understanding, Article 34, section B, a shortened timeline for processing the vacation draw will be applied as identified in Attachment A.
- C. Any employee who has accrued and unused annual leave in their Leave Bucket that is over their annual leave cap as of the designated pay period will be required to take a vacation draw in the next fiscal year as outlined in the following process:
1. The Department will take a "snapshot" of the employees' annual leave balances as of January 1 each year for the purpose of determining who will be required to participate in a mandatory vacation draw the following fiscal year.
 2. By the end of January or sooner, Staffing via B1's will provide to the Assistant Chief of Business Operations:
 - a. A 'Vacation Draw Roster', a list of all the employees sorted by rank and division, with names and PERNR (separate division tabs in a spreadsheet).
 - b. A 'Vacation Draw Calendar', one per division and displayed on a single sheet, that lists available vacations for that fiscal year (four consecutive shifts) (see Attachment B).
 - i. TeleStaff "Blocked Days" will not be a part of any four consecutive shifts for vacation draw (see Attachment C);
 3. By the end of February or sooner, a Bulletin will be distributed that includes the Vacation Draw Calendar and Vacation Draw Roster with the names of all employees who are required to select a vacation based upon their annual leave balance.
 - a. IMPORTANT – This Bulletin sets forth the seniority and division for the following fiscal year's vacation draw. Promotions or changing divisions from the date of the Bulletin forward will result in the employee going to the bottom of their respective rank list on their new or current division Vacation Draw Roster.
 - b. Employees will be required to send an email to SFDVvacationDraw@sandiego.gov with their eight choices no later than April 30.
 - c. Failure to submit vacation draw selections will result in the employee's name going to the bottom of their respective Vacation Draw Roster.
 4. During the month of March, select Staffers will determine assignment of vacations in each rank and division based on the vacation draw selections.
 5. By the beginning of March or sooner, when finalized, the "Vacation Draw Results" list will be submitted to B1's for review.

TITLE OPERATIONS MANUAL	STANDARD INSTRUCTION 14		DEPARTMENT FIRE-RESCUE
SUBJECT VACATION SELECTION	SECTION 01	PAGE 3 of 6	EFFECTIVE DATE 07/01/2017

6. By mid-March, Staffing via B1's will submit to AC of Business OPS the Vacation Draw Results.
7. By the end of March or sooner, the Vacation Draw Results list will be sent out via Bulletin from AC of Business Operations.
8. During the month of April, the Department will evaluate/review any concerns or problems brought to the Department's attention.
9. On or about May 1, or sooner, the Vacation Draw Results will be finalized in TeleStaff and any remaining vacations from the Vacation Draw Calendar will be released.
10. On July 1 of each fiscal year, the selected vacations begin.
11. Additional Notes:
 - a. For 56-hour employees, there will be three vacation slots per day for each division for each of the following positions: Captain, Engineer, FF/PM, and FF. There will be one slot available on each division for a Battalion Chief.
 - i. These vacation slots will be locked until such time that the vacations are determined and assigned. The remaining slots will be available for bid.
 - b. Total personnel allowed to be off on annual leave each day will be reduced by the number of personnel on vacation. Total personnel allowed off on annual leave each day will remain at 9 Captains, 9 Engineers, 9 FF/PM, and 9 FF, inclusive of individual using annual leave;
 - c. After the first year of this policy's implementation, the total number of vacation slots available may be adjusted each year in relation to the number of personnel required to take a vacation draw. This will be determined each January during the vacation selection review.
 - d. If a vacation spot opens due to a promotion or change of division during the year, a posting of the open vacation slot will be added to the station bid list.
 - i. The open vacation will be filled based upon the timing rules of station bids and have a minimum 28 days open.
 - ii. It will only be open to those that previously had bid for the timeframe, and will be awarded based upon seniority.
 - iii. The subsequent opening will then be put out to bid in the following cycle.
 - e. An ALT used to secure a blocked day cannot be used as part of a vacation draw. The only vacations recognized for the vacation draw must come from the distributed Vacation Draw Calendar.

TITLE O P E R A T I O N S M A N U A L	STANDARD INSTRUCTION 14		DEPARTMENT F I R E - R E S C U E
SUBJECT V A C A T I O N S E L E C T I O N	SECTION 01	PAGE 4 of 6	EFFECTIVE DATE 07/01/2017

- f. If an employee feels their name is on the Vacation Draw Roster in error or has circumstances that necessitates a larger accumulation of annual leave (for example: FMLA/CFRA/PDL, catastrophic or medical leave banks), that employee needs to contact Fire-Rescue Department Human Resources Liaison by e-mail no later than the date listed in the Bulletin.
- g. Subject to operational implementation, the Fire-Rescue Department may consider enforcing this policy for those employees with low annual leave balances that do not cover the required four consecutive shifts.

ATTACHMENT A

For Fiscal Year 2018 Only - Vacation Draw Annual Process

For Fiscal Year 2018 only, to satisfy the implementation timeframe required per Local 145's MOU, Article 34, section B, the following shortened timeline for the vacation draw will be applied to ensure a vacation draw on September 9, 2017 or as soon as administratively possible:

Timeline

- Issue Bulletin outlining vacation draw.
- 2-3 weeks for vacation draw to be open (enough time for four shifts of each rank to work).
- 2 weeks or less, for Staffing Desk to formulate award by seniority, division & rank, and address issues raised by employees.
- 1 week or less, for internal review/approval and to load approximately 50 employees vacations per day into TeleStaff.
- Issue Bulletin with Vacation Award List.

Detail

- Staffing via B1's will provide to the Assistant Chief of Business Operations:
 - A Vacation Draw Calendar of available vacations of four consecutive shifts per division.
 - A Vacation Draw Roster listing all employees, sorted by rank and division with names and PERNR and annual leave balances as of the designated pay period "snapshot", required to draw a vacation.
- Via Bulletin, personnel will be notified of vacation draw being open, process to bid, the Vacation Draw Calendar, the Vacation Draw Roster, and the list of blocked days that cannot be a part of the four consecutive shifts for a vacation draw.
 - IMPORTANT – This Bulletin sets forth the seniority and division for the Fiscal Year 2018 vacation draw. Promotions or changing divisions from the date of the Bulletin forward will result in the employee going to the bottom of their respective rank list on their new or current division Vacation Draw Roster.
 - See other applicable notes in the Standard Instruction.

TITLE O P E R A T I O N S M A N U A L	STANDARD INSTRUCTION 14		DEPARTMENT F I R E - R E S C U E
SUBJECT V A C A T I O N S E L E C T I O N	SECTION 01	PAGE 5 of 6	EFFECTIVE DATE 07/01/2017

- At close of the vacation draw, select Staffers will determine award of vacations based upon divisional seniority by rank.
- When finalized, the Vacation Draw Results list will be submitted to B1's for review.
- Staffing via B1's will submit to AC of Business OPS for review and approval to post.
- This Vacation Draw Results list will be sent out via Bulletin from AC of Business OPS, titled "Vacation Draw Results".
- Awarded vacations begin for Fiscal Year 2018 on September 9, 2017 or as soon as administratively possible.

Note

- No current, properly submitted AL requests in TeleStaff will be rescinded.
- For the Fiscal Year 2018 vacation draw only, Management will accept four consecutive shifts already approved and in TeleStaff as the employee's vacation draw. Those shifts will be converted to the required vacation draw and locked to prevent removal. If the employee has more than one four-shift vacation selected in Fiscal Year 2018, Management will select the vacation most advantageous to the implementation of this rule to make the required vacation draw. No other employee annual leave time will be modified.