

CAL FIRE Butte Unit
Policies and Procedures



Approved By: _____

Darren Read, Unit Chief

Approval Date: **August 24, 2017**

Subject: **1000 Personnel Procedures**
Specific Subject: **1000.002 Annual Vacations**

Original Policy Date: **October 14, 2015**

Revision Date:

POLICY:

Provide a process for employees to request vacations and for supervisors to approve vacations while maintaining workforce capabilities necessary to accomplish the department's mission and meet all contractual obligations. Nothing in this policy is intended to contradict any applicable Bargaining Unit MOUs.

PROCEDURE:

Annual Vacation Requests

1. All permanent employees regardless of Bargaining Unit (unless a Bargaining Unit specifics a different process and time frames) shall complete the appropriate BTU Vacation Request form (Attached) and provide a signed hardcopy through their supervisor to their respective vacation coordinator on or before October 31 of each year.
2. Vacation requests submitted prior to October 31 will be filled based on seniority. Vacation requests submitted after October 31 will be filled using the additional time off request process.
3. Employees may make vacation requests based on the accrual of vacation/annual leave/holiday/VPLP time the employee will accumulate in a calendar year. Employee accrual amount will be calculated by the Personnel Specialist.
4. After all employees within a group have had their initial vacations considered and/or approved, Employees with excessive leave credits exceeding the maximum annual carry over amounts will work with their supervisor to develop a leave credit reduction plan prior to January 31 of each calendar year. See the attached Leave Balance Reduction Plan form.
5. This vacation process is for permanent employees. LT employees with permanent status in a different classification must submit their vacation request in their permanent classification to their home Unit. LT employees without permanent status must submit their requests for time off to their BC (or supervisor) for case-by-case consideration.
6. The Units seniority list will be updated and made available to the Units employees annually prior to the October 31st vacation submission date.

7. Vacations submitted for one or more shift(s) should be submitted in week blocks Monday through Sunday. If the week block of vacation is approved the vacation will incorporate the employees entire shift for the week including If your shift splits the week.
8. Vacations can also be requested for "inclusive dates"; and single day increments. In this case submit for the date range needed. If a specific period of time or single day vacation request is approved the immediately adjacent regular days off duty are considered approved vacation.
9. Vacations must be prioritized on the Vacation Request form #1 through #?
10. On the Vacation Request form list the desired number of weeks of vacation and list additional alternative weeks in the event your higher priority weeks are not available.
11. Employees shall request sufficient time off to maintain their leave balances below the employees maximum annual carry-over limits outlined in their respective MOU.
12. Regular days off duty immediately adjacent to (before and after) approved vacation days are considered approved vacation in accordance with applicable MOU.
13. Vacation group coordinators shall update the Unit's annual schedule (ISE) to reflect approved vacations on or before December 31st of each year.
14. If vacation time becomes available within an employee group during the calendar year, the vacation will be filled utilizing the additional time off process as outlined below.
15. Vacation requests above what the employee earns in a calendar year will not be approved during the annual vacation process but can be requested utilizing the additional time off process.
16. This policy is not meant to limit the supervisors' ability to grant reasonable time off as long as program continuity is maintained, the operational needs of the department are met and overtime is minimized.

Vacation Allocation Process (Fire Stations)

The vacation allocation process will consist of members from CALFIRE Firefighters Butte Chapter and other members of the department.

The group will review annual vacation requests and approve requests based on the employee's vacation priorities as listed on their vacation request form. Once a period of time on the vacation calendar has been exhausted (no more vacation available during that week), and if an employee does not have alternatives, the employee will be contacted and offered alternative vacation dates up to their accrual amount.

Simultaneously the ISE schedule program will be updated to include "tentatively" approved dates. After all dates are input and verified the employees annual vacation request will be signed and routed back through the employee's supervisor to the employee.

Additional Time-Off Requests

Employees may submit vacation leave requests after October 31 of each year for the following calendar year, on a first come, first serve basis. First come, first serve vacation request will be considered based on the same employee group limits as Annual Vacation Requests. Fire control employees assigned to fire stations will utilize the Unassigned Personnel (UP) request process to request additional time off.

Cancelling Approved Vacation

Requests by employees to cancel approved vacation must be made in writing and approved by the appropriate Battalion Chief or supervisor. The requesting employee shall show that canceling the approved Vacation time will not adversely affect their maximum leave carryover balance.

DEFINITIONS

Vacation

References to Vacation shall include Vacation, Annual Leave, Holiday and VPLP credits an employee may have available, not including sick leave.

Employee Group

A group of employees in a functional area that exists for the purpose of ensuring the operational needs of the unit are maintained by limiting vacation within the specific group.

Vacation Coordinator

The Division Chief responsible for the coordination of the unit's schedule is the Executive Staff representative for the coordination of the annual vacation process.

Vacation Group Coordinator

The supervisor responsible for the implementation of the unit's vacation policy within an employee group.

Summer Preparedness Period

Typically, June 1 through October 31 of each calendar year

Winter Preparedness Period

Typically, November 1 through May 31 of each calendar year

Number of employees allowed off per week during Summer/Winter Preparedness Period			
Employee Groups	Vacation Group Coordinator	Summer	Winter
Chief Officers			
	D2103		
Battalion Chiefs (Staff & Field)		3	4
Fire Stations			
	B2112		
Fire Captain		6	7
Fire Apparatus Engineer		7	8
Firefighter II		4	5
Butte Fire Center			
	D2104		
Fire Captain B		1	2
Dozer Coverage			
	B2114		
Heavy Fire Equipment Operator		1	2
Chico Air Attack Base			
	B2108		
Fire Captain		1	N/A
Emergency Command Center			
	B2109		
Fire Captains		1	1
Communications Operators		2	2
*Fire Prevention			
	B2120		
Fire Captains (P2121, P2124, P2125)		1	2
*Training & Safety Bureau			
	B2105		
Fire Captains (S2106, T2106, T2107, T2108)		1	2
*Shop			
	R2130		
Heavy Equipment Mechanics		1	2
*Resource Management			
	D2190		
Forester 1's		1	1
*Headquarters			
	Admin Officer 1		
Office Staff (OT, OA, Sec1)		1	2
Personnel Specialist		1	1

*Refer to #16 above