

**CAL FIRE Butte Unit**  
Policies and Procedures



Approved By:   
Greg McFadden, Fire Chief

Approval Date: **2-20-2014**

Subject: **1000 Personnel Management**  
Specific Subject: **1040.002 Unassigned Personnel (UP's)**

Original Policy Date: **12/2/2011**  
Revision Date: **2/24/2014**

**POLICY:**

The primary use of unassigned personnel (UP's) will be to meet operational needs. If all operational needs are met, then UP's may be used to allow time off for employees based on a first come, first serve basis.

**PROCEDURE:**

**AMENDED PROCEDURE**

In order to help reduce leave credits for employees who have excess credits beyond what they are permitted to carry in the MOU the following amendment to the UP policy will be in affect. As outlined in the Directors memo dated September 3, 2013, supervisors (Chief Officers) will work with their employees who are at or above the established limits on a leave balance reduction plan so that they may use what they accrue such that their outstanding balances have not grown larger. Employees in this situation may use the PO-138 for to request additional time in order to meet the Directors intent.

Once the schedule battalion chief completes the WP schedule (generally the week prior to the start of the WP) any remaining UPs beyond one minimum per day can be used by the BCs to permit time off for employees who are over on their leave credits, this will be on a first come first serve basis. We will hold one UP in reserve each day for emergency needs up to the morning of, and once staffing needs have been met then following the original policy below an additional person can be allowed off. The additional person does not have to be an employee over on leave balances, but this is certainly encouraged.

**Any requests for additional time off not met with available UPs as described above will be at the discretion of the Division Chief for that area or in their absence the Unit Duty Chief.**

**ORIGINAL PROCEDURE**

Covering battalion chiefs will determine if operational needs have been met at 0800 hours daily. Once operational needs have been met, then any remaining UP(s) may be used to allow employees to use leave credits on a first come, first serve basis. The employees allowed to participate in this process include ranks of FFI Amador, FFII, FAE and FC. The following process shall be used to determine first come, first serve:

1. Requests for use of UP's shall be made on form PO-138. Requests shall be made in one day increments. The form will be filled out completely by the employee and forwarded by email to their supervisor, their battalion chief, and the covering battalion chief; i.e. the battalion chief with their battalion coverage at the time the request is submitted.

2. The subject line of the email shall be formatted in this manner: "WP #XXX UP request."
3. Requests for use of UP's will be accepted no earlier than two weeks prior to the start of the new work period. (i.e. 0800 on Monday two weeks prior to WP)
4. The email time stamp will be used to determine first come, first serve.
5. The battalion chief or covering battalion chief will update an excel file within the BTU OT needs folder called "WP #XXX UP request". All BC's (whether supervising or duty BC) directly post the UP requests there, just like OT needs. This allows the supervising BC to continue having "ownership" in their employee's time off requests. The battalion chiefs are also responsible to post the schedule changes in ISE.
6. UP's will no longer be used to fill behind UL (union leave). The focus on UPs will be leave balance reduction for those with overages.
7. The authorized career staffing level at Amador and County Stations is one company officer plus one firefighter/operator on each funded apparatus. Staffing levels above this authorized career staffing level must have Unit Duty Chief approval. Other special staffing must have Unit Duty Chief approval.
8. Any use of UP's to allow time off outside the process described above must be approved by the Unit Duty Chief.

Attachment 1 – PO-138 Vacation / Annual Leave Request

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STATE OF CALIFORNIA  
 DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
**VACATION / ANNUAL LEAVE REQUEST**  
**BARGAINING UNIT 8**  
 PO-138 (10/03) page 1 of 2

TYPE OF REQUEST		
Please check one		
<input type="checkbox"/>	<b>ANNUAL SCHEDULE MUST BE RECEIVED BY OCTOBER 31</b>	<input type="checkbox"/>
		<b>FIRST COME, FIRST SERVE SUBMIT AT ANY TIME</b>
Name		
Classification		
Work Location		
Work Phone No.		
Name of Supervisor		
DATES REQUESTED		COMPLETED BY MANAGEMENT
FROM	TO	APPROVED/DENIED
Date Submitted		
Employee Signature		
FOR MANAGEMENT'S USE ONLY		
Date Received from Employee		
Date Copy Returned to Employee with		
Approval/Denial of Dates		

**GENERAL INSTRUCTIONS**

Print all requested information in ink.

Employees may request any amount up to the maximum of leave credits to be accrued in the following calendar year.

Employees are responsible to ensure leave credits are or will be available to cover the requested dates.

Departmental seniority will prevail in case of conflict.

Approval of vacation/annual leave will be in accordance with the Bargaining Unit 8 Memorandum of Understanding.

**HOW TO COMPLETE THE FORM**

Type of Request	Check the applicable box
Name	First and Last Name. No nicknames or abbreviations.
Classification	Classification, e.g. FF I, FAE (P), HFEO, etc.
Work Location	Name of your assigned work location.
Work Phone No.	Work telephone number including area code.
Name of Supervisor	Name of your immediate supervisor. No nicknames or abbreviations.
From	First date requested irrespective of your existing or anticipated schedule.
To	Last date requested irrespective of your existing or anticipated schedule.
Date	The date the form is completed by the requesting employee.
Signature	Requesting employee's signature.

**INSTRUCTIONS FOR MANAGEMENT**

Approved/Denied	Completed by person responsible for scheduling the vacation/annual leave requests. Each set of From /To dates is to be considered individually, but in its entirety.
Date Received from Employee	Date immediate supervisor received this request.
Date Copy Returned to Employee with Approval/Denial Dates	Date returned to Employee identifying approval or denial of dates requested. Retain original request as instructed by Unit Management