

Grand Forks Fire Department

Standard Operating Procedures

SOP# 100.07	Section Rules and Regulations	Title Leaves and Vacations
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1. Members shall consult the applicable section of the Civil Service Code Article 8; Attendance and Leaves, for specific details of the various types of leave approved by the City.
2. Any members determined to be absent without proper authorization shall be subject to disciplinary action.
3. No leave shall be taken until a City of Grand Forks Request for Leave form is completed by the employee and approved by the member's supervisor. A copy of the form shall be provided to the member requesting leave.
4. The Fire Chief or designee shall have the authority to approve or disapprove all forms of leave based on a member's leave balance and the department's minimum staffing needs.
5. If sufficient members are available to staff all fire companies, members may request time off for that shift and may be granted time off as staffing levels permit.
6. Minimum staffing levels are established by policy. The staffing level shall be communicated to all affected members. Supervisors may not schedule leave, if granting the leave will result in falling below minimum staffing level without express permission from the Fire Chief.
7. Paid sick leave will be granted as per 6-0808 of the Grand Forks City Code.
8. To receive paid sick leave, a member must notify Central Fire Station that he will be absent from work due to illness or injury prior to the beginning of his scheduled workday. Notification may also be made to his supervisor prior to the beginning of his scheduled workday.

9. Supervisors shall monitor the use of sick leave by their subordinates to prevent misuse of this benefit.
10. Types of leave available to permanent full-time employees: jury duty leave, official meeting leave, professional leave, educational leave, vacation, sick leave, release from duty, bereavement leave, family leave, leave with pay, leave without pay, bonus personal leave.
11. Rules specific to this department, which have been promulgated in order for all personnel to take at least part of their vacation at a convenient time while maintaining departmental order and efficiency, are as follows:

A. Procedure for Shift Personnel

- a. On or about November 1st of each year, the Battalion Chiefs shall circulate a vacation priority list. All employees on his shift shall be listed in order of seniority, which shall determine the circulation order. An employee may choose up to six (6) consecutive shifts (144 hours) at this time. Any employee not choosing vacation time during two workshifts, or who voluntarily passes, shall be deemed to have forfeited his turn.
- b. On or about December 1st, the same list shall be recirculated according to the same rules and the same order enumerated in "A" above.
- c. After January 1st, the list shall be considered open, subject to the rules in Section B and C below.

B. General Rules

- a. Not more than three (3) employees per shift shall be on vacation simultaneously.
- b. Not more than two (2) classified officers per shift on discretionary leave at one time.
- c. Not more than two (2) departmental mechanics shall be on vacation at the same time. Observance of this requirement shall be coordinated by the mechanics themselves.
- d. Not more than two (2) Battalion Chiefs may be on vacation at the same time. The Battalion Chiefs shall coordinate observance of this requirement themselves.
- e. Not more than two (2) Fire Marshals may be on vacation at the same time. Fire Marshals shall not schedule vacations between 1 and 15 October.
- f. Neither the four (4) successive non-working days in the case of shift employees, or the weekends in the case of daily employees, shall be considered to be vacation time for purposes of applying the above rules.

C. Specific Rules

- a. Original lists shall be maintained and controlled by the Battalion Chiefs, with a current copy to the Deputy Fire Chief.
- b. In cases where the classified officer's vacation slot is open, the Battalion Chief may authorize a non-officer to take this vacation time subject to the need to maintain good order and efficiency on the shift. This authorization may be given one working shift (between 48 and 120 hours) in advance of the day the vacation is requested, and shall be issued on a first-come first-served basis.
- c. A classified officer may take a non-officer vacation slot pursuant to the rules in 11.B.(a. and b.), and in 11.C.(b.) above.
- d. The department administration reserves the right to postpone vacations or close the list in order to maintain acceptable manpower levels. Employees who have had vacations postponed shall receive special considerations regarding their alternate choices.
- e. Employees desiring to take vacation before their shifts' list has made two (2) complete circuits, and who could therefore conceivably be "bumped", may discuss their vacation needs with their Battalion Chief and the Deputy Chief, whose joint decision shall be final and binding.
- f. The approval of the Battalion Chief is required in order for employees to cancel or trade previously chosen vacation days.
- g. Employees shall have sufficient vacation leave time accrued to cover the requested vacation hours when they are taken.
- h. Terminal vacation leave shall be allowed regardless of the number of active employees on vacation provided the terminating employee has officially resigned.
- i. The previously approved vacation(s) of employees transferred by the department shall be given special considerations.
- j. After ensuring that an employee's vacation choice does not violate any of the foregoing rules, a classified officer shall witness, initial, and date each employee's entry on the vacation list.
- k. Exceptions or departures from these rules may be made by the Chief, Deputy Chief, or Officer-in Charge in case of emergencies, special circumstances, or extraordinary situations.