



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Vacation
Reference Number:	ADM 02-002
Effective Date:	21-Jul-04
Last Revision Date:	N/A
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this policy is to establish a standardized method for requesting vacation.

Policy:

Operations personnel shall be given the opportunity to select vacation time for the next calendar year based on seniority. Employees should have his/her request into the Assistant Chief in charge of scheduling by December 15th of the prior year. The Assistant Chief shall have the vacation calendar out to employees prior to January 1st.

If employees wait, vacation request will be handled on a first come, first serve basis.

Employees shall fill out the vacation request form and submit to the Assistant Chief no less than thirty (30) days from the effective date. The Assistant Chief will approve or deny the request and a photo copy will be placed in the employee's mailbox. If the request was approved, a copy will also be placed in the shift captain's mailbox for his/her notification.

No less than twelve (12) hours will be approved for vacation.

Vacation Selection:

The vacation selections shall be made based on the following:

- No more than two (2) persons being on scheduled leave at one time, and no more than one (1) person per shift.
- No more than one (1) Shift Captain shall be off on vacation leave at a time
- The following Holidays will not be approved for vacation request unless the employee has already found coverage.
 - New Years Day
 - Memorial Day
 - July 4th
 - Labor Day
 - Thanksgiving Day
 - Christmas Day