



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Vacation
Reference Number:	ADM 03-002
Effective Date:	21-Jul-04
Last Revision Date:	22-Jan-24
Signature of Approval	Curtis Sheets, Chief

Purpose:

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

Policy:

Employees shall be given the opportunity to select vacation time on a first-come, first-served basis.

Employees shall complete the vacation request using the schedule software and submit to the Administrative Captain no later than the fifteenth (15th) of the month prior to the date requested off. The Administrative Captain will approve or deny the request using the schedule software.

If requesting vacation after the 15th, then staff shall find their own replacement and submit 48 hours prior to the vacation day requested. Part-timer staff should be considered first to minimize overtime. It is preferred that the replacement have equal training to the person requesting the vacation day.

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

Vacation requests can be canceled up to one week prior to the day requested.

Vacation Selection:

The vacation selections shall be made based on the following:

- No more than two (2) persons per A-C Shift and two (2) persons per D-Shift will be allowed vacation leave at a time.
- If the request for vacation is made after the 15th of the month prior to the month requested off, then it is the employee's responsibility to find his/her replacement.
- It is the department goal to have a Captain and/or Lieutenant on-duty for each shift. If both officers are requesting leave it is the responsibility of the 2nd officer making the request to find their own replacement with an officer of equal or higher rank. If an unforeseen incident arises and both are off, then the most senior person on that shift would be the officer for that 24-hour period. It would be the responsibility of the Administrative Captain to designate that person prior to the start of the shift.

- The following Holidays will not be approved for vacation requests unless the employee has already found coverage, which is approved by the Administrative Captain.
 - New Years Day
 - Memorial Day
 - July 4th
 - Labor Day
 - Thanksgiving Day
 - The day after Thanksgiving Day
 - Christmas Eve
 - Christmas Day