



| <b>Wintergreen Fire and Rescue<br/>Standard Administrative Policy</b> |                      |
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| Subject:  | Shift Trades         |
| Reference Number:   | ADM 03-003           |
| Effective Date:   | 21-Jul-04            |
| Last Revision Date:   | 3-Jan-24             |
| Signature of Approval   | Curtis Sheets, Chief |

**Purpose:**

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

**Policy:**

If an employee wishes to trade a shift, it is the responsibility of the employee to make the arrangements.

The trade cannot be made prior to ninety (90) days of the effective date and must be returned no more than ninety (90) days from that date.

No shift trades will be allowed with less than a twenty-four (24) hour notice.

No more than two (2) shift trades per month for A, B, C, and NEMS Shifts.

Each employee will be allowed a maximum of six (6) shift trades per year.

Shift trades shall be made with equal or higher trained personnel than the staff making the request. For example, an A-C Shift Firefighter/Medic may not trade shifts with a NEMS Medic only. NEMS shall maintain at least one Medic and an AEMT or EMT. A-C Shift should try to maintain a minimum of two medics at each station. Shift trades cannot be utilized with part-time staff.

Staff shall complete the shift trade request using the scheduling software and submit for approval by the Administrative Captain. The Administrative Captain will approve or deny the request.

In the event that a shift trade involves an employee whose employment terminates, the request is void. If the employee wishes to still have that date off, another shift trade must be arranged and approved as above or vacation time submitted. Therefore, your vacation time balance must be equal to or greater than the number of hours requested by the trade.