



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Skip Shift
Reference Number:	ADM 03-007
Effective Date:	5-Feb-22
Last Revision Date:	4-Jan-24
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this policy is to establish a standardized guideline for employees using their accrued skip shifts.

Definitions:

Skip Shift - shifts that are given to full-time 24-hour shift employees to take off throughout the year to reduce the amount of work hours in a year without affecting pay or vacation hours.

Policy:

Full-time, 24-hour shift employees are afforded twelve (12) “skip” shifts each year beginning January 1 and ending December 31. Skip shifts must be used within the calendar year and are not allowed to be carried over to the next year. No more than 2 skip shifts may be used per month, person. Exceptions for “life events” will be considered on a case by case basis.

Skip shifts are available on a first come first serve basis. If multiple staff request a skip shift on the same day seniority will be used to determine which shift to award.

If an employee separates employment from Wintergreen Fire & Rescue skip shifts are not paid out as a part of the employees vacation balance.

Skip shifts can only be requested for use Monday - Friday, non-holiday. This would allow for approximately 250 eligible days to use a skip shift.

Vacation selection rules outlined in Administrative Policy “ADM 03-002 Vacation” still apply when submitting a skip shift request.

No more than 2 people and/or no more than one Officer are allowed to be off on any given day.