



HIGHLAND PARK FIRE DEPARTMENT

POLICY MANUAL

POLICY #25



ADDITIONAL TIME OFF SELECTION PROCESS

EFFECTIVE

01/Oct/01

REVISED

21/OCTOBER/2020

1.0 Purpose

- 1.1 The purpose of this Policy is to present guidelines for the proper selection of Floating Vacation, Personal, Non-Use of Sick, Wellness, and Incentive Days following the completion of leave selection rounds, which start on September 15th of each year.
- 1.2 The purpose of this Policy is not to supersede the City's Employee Handbook, or Collective Bargaining Agreement between the City of Highland Park and the Highland Park Firefighters Association IAFF Local #822.

2.0 Responsibility

- 2.1 It is the responsibility of all personnel to know and understand all aspects of this Policy.

3.0 Policy

- 3.1 Floating Vacation, Personal, Non-Use of Sick, Wellness, and Incentive Days in any year may only be selected starting on the duty day after both rounds of a shift's Vacation, Holiday, and Work Reduction selections for the following year have been completed. For example, if the last person makes his/her second round vacation picks on December 19th, then requests for Floating Vacation, Personal, Non-Use of Sick, Wellness, and Incentive Days may be submitted on December 22nd.
- 3.2 The day the second round of leave selections are completed, the Battalion Chief will advise personnel of such. Any requests for Floating Vacation, Personal, Non-Use of Sick, Wellness, and Incentive Days may then be submitted the next duty day.
- 3.3 Whenever two or more requests for Floating Vacation, Personal, Non-Use of Sick, Wellness, and Incentive Days for the same day are received and only one can be approved because of the number of personnel already off, the first one to be received shall be approved. If more than one request for the same day is received on any day via the station envelopes, even though the envelopes may have arrived at different times at Station #33, the requests will have been considered to have been received at the same time. If this is the case, the day will be awarded to the more senior person requesting the day off, pursuant to contract provisions on such time off. This paragraph applies in all situations of requested leave, not just following the selection rounds.
- 3.4 Requests for leave, and the granting of such, shall be pursuant to Policy 14, Planned Staffing Scheduling.

4.0 Reference

- 4.1 Highland Park Fire Department

Approved:  Fire Chief