
Ames Fire Department Standard Operating Guidelines

Book: 1 – Organization
Section: V – Personnel Policies and Procedures
Chapter: 2 – **Holiday Calculation**
Date Approved: 02-12-2014 Revision No.: 2 (03-03-09)
Review Date: 2017

Approved by: 

PURPOSE:

This guideline will provide a method for Ames Fire Department (AFD) members to calculate the number of holidays earned when time worked is a partial year.

POLICY:

These additional departmental policies clarify and *do not supercede* holiday procedures within the guidelines of the City of Ames Personnel Policies and Procedures and the Agreement: City of Ames and International Association of Firefighters, Local 625.

PROCEDURES:

- Ames Fire Department shift personnel earn seven (7) holidays annually.
- Forty (40) hour per week administrative personnel earn 10 holidays annually:
 - New Year's Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran's day
 - Thanksgiving (two days)
 - Christmas (two days)
- The following method for calculating the number of earned holidays will be used for new employees, employees who take unpaid leave of absence, and personnel terminating employment:
 - Number of holidays established by current union contracts 7
 - Number of authorized City holidays 10
 - Multiplication factor: suppression holidays/City holidays 7/10
 - Changes in the union contract or the number of authorized City holidays will affect the multiplication factor.
 - The multiplication factor is then taken times the number of City holidays encountered during the partial year period being considered (i.e.; number of holidays YTD x 7/10).
 - The resulting number is then rounded to the closest whole day.
 - Figures are rounded upward at .5 and downward below .5.

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Number of City Holidays	Multiplication Factor	Suppression Holidays Available
1	7/10	1
2	7/10	1
3	7/10	2
4	7/10	3
5	7/10	4
6	7/10	4
7	7/10	5
8	7/10	6
9	7/10	6
10	7/10	7

- Holidays for new personnel (or those returning from unpaid leave) will be figured on the partial year that they have worked.
 - These holidays will be available to take January 1st of the next year.
 - Example start day Sept. 1, 2007 – worked for six City holidays, therefore earns four shift holidays. These holidays will be available to take on January 1, 2008.

REFERENCES:

Agreement: City of Ames and International Association of Firefighters Local 625

City of Ames Personnel Policies and Procedures