
**Ames Fire Department
Standard Operating Guidelines**

Book: 1 – Organization

Section: V – Personnel Policies and Procedures

Chapter: 5 – **Vacation/Holiday Pick Requests**

Date Approved: 03-26-2009 Revision No.: 1 Approved by: 

PURPOSE:

This guideline provides clarification to Ames Fire Department (AFD) members in determining administrative rules for accepting or denying vacation and/or holiday pick requests.

POLICY:

These additional departmental policies clarify and *do not supercede* vacation policies and/or pick procedures found 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:

Annual Picks

- Annual picks are vacation and/or holiday leave chosen and recorded before the start of or at the beginning of a new calendar year.
- Recorded annual picks are honored and assured except during rare times of extraordinary circumstance.

During the Year Picks

- Vacation/holiday pick requests will be granted provided no other personnel in their pick group is absent due to a scheduled and approved request.
- AFD Administration reserves the right to deny vacation and/or holiday picks made subsequently to the annual picks during the following circumstances:
 - Periods of budgetary constraint announced prior to the receipt of vacation and/or holiday pick requests that cause additional overtime.
 - Periods of time when AFD's Administration anticipate needs for above-minimum staffing levels, announced prior to the receipt of the vacation and/or holiday pick request.

Day of Picks

- Per the Agreement: City of Ames and International Association of Firefighters Local 625, borrowing from an available pick group can only occur on the day of requested time off and only so long as overtime is not incurred.
- Full pick groups will have preference to time off. Requests of two hours of leave or more from anyone on this company will override day of picks.

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Mid-Year Transfers

- Recorded annual picks will be honored and assured for members involved in temporary or permanent mid-year transfers, except during rare times of extraordinary circumstance.
- Days directly adjacent to recorded and approved annual picks will be honored and assured.
- New vacation/holiday pick requests made by members permanently or temporarily transferred to a new shift mid-year will be handled individually by discussion with the shift commanders.

Re-Opening Annual Pick Requests

- Permanent or temporary mid-year transfers to a new shift will reopen annual pick request days during this time period for the originating pick group.
- Permanent or temporary mid-year transfers to a different station, but same shift will not reopen annual pick requests for the originating pick group.
- Mid-year transfers to an Acting Officer role on a new shift or to a different station will reopen annual pick request days during this time period for the originating pick group.
- On-duty injuries and extended sick leave may reopen annual pick requests for the originating pick group, based on during the year and day of pick requirements.

Miscellaneous

- Captains are not considered a pick group.
- Pick groups may not exceed more than one member off on vacation/holiday leave per company and one Lieutenant off on vacation/holiday leave per shift.

REFERENCES:

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

City of Ames Personnel Policies and Procedures