

**EL DORADO COUNTY FIRE PROTECTION DISTRICT**  
**STANDARD OPERATING GUIDELINE**

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**ARTICLE 2: ADMINISTRATIVE POLICIES**

**EFFECTIVE DATE: 1-1-92**

**SECTION 20: VACATION USE AND SCHEDULING**

**REVISED: 04-12-2006**

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2.20.1        **PURPOSE:**        To establish criteria for the use and scheduling of accumulated vacation hours for all District personnel.

**2.20.2        USE:**

2.20.2.1        56-hour employees shall not schedule more than twelve (12) consecutive shifts of vacation at any one time.

2.20.2.2        40-hour employees shall not schedule more than 35 consecutive shifts of vacation at any one time.

2.20.2.3        All employees may take more than one vacation period per year if they have accumulated vacation time.

2.20.2.4        To assist in scheduling, all employees should, whenever possible, take vacation by the shift or half shift.

2.20.2.5        In emergencies or special situations where provisions listed in this policy cannot be met, vacation may be granted by the Chief or designee. Hours will be charged to the employee.

2.20.3        **SCHEDULING**

2.20.3.1        Whenever practical, the employee's vacation will be arranged to meet the employee's request.

2.20.3.2        Vacation requests submitted between January 1st and February 1st of each year will be processed by seniority on each shift. Requests submitted after February 1st will be processed on a first come first served basis by date and time of submittal.

2.20.3.3        After February 1st of each year, all vacation requests for the upcoming month (s) shall be submitted into TeleStaff.

2.20.3.4        After February 1st of each year, vacation requests will not be accepted for dates more than six months in advance of the request date.

2.20.3.5        No more than four (4) employees will be allowed off on any given shift. This includes employees off for schools, sickness, etc. Duty Battalion Chiefs are not included in this number.

2.20.3.6        Requests of an emergency nature shall be submitted to the Duty Battalion Chief. Approval of vacation emergencies shall be per Section 2.20.2.5.

- 2.20.3.7 In instances where advanced reservations must be made for vacations, personnel may secure dates outside the six month limit. All other sections of this policy shall remain in effect in these situations.
- 2.20.3.8 Vacation requests submitted contrary to the provisions of this policy will not be processed unless they are of an emergency nature and contain an explanation of the emergency.
- 2.20.3.9 All vacation requests are submitted for approval to the Duty Battalion Chief. This approval is pending coverage for the dates involved. If no coverage is available, the vacation will not be approved.