

**SUBJECT:** VACATIONS**SECTION:** 103.02**REVISED:** MARCH 1, 2008**PAGE(S):** 1

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## PURPOSE

To familiarize all members with procedures that applies to vacations.

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## AUTHORITY AND RESPONSIBILITY

- A. It is the responsibility of the City of Reading Council to establish the vacation period for all full-paid members.
- B. The Fire Chief shall have the power to make changes in the vacation schedule, in the event of unforeseen circumstances that require him/her to do so, to maintain an efficient operation within the fire department.
- C. The Fire Chief must grant approval of all vacation time to full-time members.
- D. Full-time members shall complete a City of Reading *Request for Leave* form and submit it to the Fire Chief for approval, seven (7) days before taking a vacation day from his banked hours.
- E. Members shall not change any vacation time after approval by the Fire Chief.
- F. All members shall be responsible for obtaining coverage for any scheduled EMS time while on vacation.
- G. All members shall notify the Fire Chief if said vacation will cause them to miss all call fires or drills for more than two weeks.

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## PROCEDURE

- A. All full-time members' vacations shall be taken in full work periods unless approved by the Fire Chief.
- B. Selection for vacation for full-time members shall be as follows:
  - 1. First selection will be made by Lieutenants, before March 1<sup>ST</sup>.
  - 2. Seniority (date full-time employment started) will determine choices once the shift Lieutenant has selected.
  - 3. After March 1<sup>ST</sup>, selections shall be first come-first served basis.
  - 4. When two (2) or more members of the same unit request the same date, the Fire Chief will determine who will receive the vacation day, based on these rules.
- C. If for some reason a full-time member cannot make a selection on or before March 1<sup>ST</sup>, then the member's remaining days not chosen will be automatically banked up to the number allotted.