



POLICY MANUAL

Personnel – Time Off HTO/CTO/VAC Approval

Revised: 01-06-06

Code: 1 – 7 – 3

Book Chapter Subject

Page 1 of 3

3.0 Purpose: This section is established to set forth the guidelines governing approval of leave requests for Holiday Time Off (HTO), Compensatory Time Off (CTO), and Vacation (VAC).

3.01 Scope: All Shift Assigned Personnel.

3.02 **INTENT**

The intent of this section is to allow personnel maximum opportunity in scheduling time off within the Department's manning standards and to eliminate conflicts between requests for a full shift and a partial shift.

3.03 **REQUESTS FOR A FULL 24-HOUR SHIFT – HTO, VAC, AND CTO***

Requests may be entered on the Electronic Calendar at any time. Approval consideration will occur 30 days prior to the date requested and will be based on seniority.

Time-off requests submitted less than the 30 days will be approved or denied according to the Electronic Calendar entry date/time and not based on seniority.

Time-off requests not meeting the above criteria may be approved or denied according to the Electronic Calendar entry date/time.

Where appropriate, a request for a full shift off will take precedence over a partial shift.

3.04 **REQUESTS FOR LESS THAN 24 HOURS – HTO, VAC, AND CTO***

Requests shall not be entered on the Electronic Calendar until fourteen (14) days prior to the work cycle (the two 24-hour shifts that make up a 48-hour shift work cycle in which the time off is requested). Approval will not occur before seven (7) days prior to the work cycle in which the time off is being requested.

Time-off requests not meeting the above criteria will be approved or denied according to the Electronic Calendar entry date/time.



POLICY MANUAL

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Code: 1 – 7 – 3

Book Chapter Subject

Page 2 of 3

3.05 CANCELLATION OF APPROVED TIME OFF - HTO AND VAC

In order to eliminate the problem of personnel requesting and receiving approval for time off and then canceling, a request for cancellation must be accompanied by the name of another employee who has agreed to take that day off in your place.

Exception: If only one person has submitted for time off and that person decides to cancel, a replacement is not necessary.

The Battalion Chief may authorize deviation from this policy under extenuating circumstances.

3.06 CTO/CTN ACCRUAL AND USE GUIDELINES

Accrual Guidelines

CTO may be earned in place of overtime pay, except when the overtime is the result of CTO coverage. When CTO coverage results in overtime, the member working the overtime shall receive monetary compensation at the contract specified rate.

CTO/CTN Time-off Guidelines

Two (2) CTO or CTN time-off calendar slots will be normally provided in addition to the two (2) VAC/HTO time-off calendar slots, subject to approval of the Battalion Chief.

CTO/CTN Approval and Request Process

CTO requests for the next shift cycle may only be considered for approval if entered on the calendar prior to 1700 hours on the last day of the current work cycle.

Partial CTO requests will follow guidelines in 1-7-3 3.04*

CTN requests may be considered for approval at any time.

CTO and CTN requests will be subject to denial based upon operational needs as determined by the Fire Chief.

CTO and CTN time-off requests will normally be approved 30 days prior to the request except:

Operational demands may require a delay in approving CTO and CTN requests for time off. When this occurs, the Fire Chief shall provide



POLICY MANUAL

Personnel – Time Off HTO/CTO/VAC Approval

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Code: 1 – 7 – 3

Book Chapter Subject

Page 3 of 3

notification that approvals are suspended and indicate when approvals will be reinstated. This action is necessary to avoid rescinding approved CTO/CTN time-off requests and to minimize negative impact upon the employee and the department.

3.07 SENIORITY

Basis for determining seniority when granting Holiday time shall be as defined in the Policy Manual under Vacation Selection Criteria.

3.08 PERSONNEL RESPONSIBILITIES

It is the responsibility of each individual to "police" their accumulated time. Accumulated time balances are maintained in the personnel records maintained at Headquarters. These records, together with the records kept at City Hall, and the running record of CTO, HTO, VAC, and S/L records on the semi-monthly payroll stubs are the only official records.

Individuals requesting time off when on duty (i.e. requesting CTO, HTO, etc.) for later the same day shall enter the request on the time off calendar and call the Captain responsible for staffing to advise them that a request has been entered. The individual making the request for time off shall also call the on-duty Battalion Chief for approval of the request.

Individuals requesting time off for a shift when they are not on duty (i.e. calling from home to request CTO) shall call the Captain responsible for staffing who will enter the request on the time off calendar. The individual making the request for time off shall also call the on-duty Battalion Chief for approval of the request.

The individual requesting time off is responsible for ensuring that time off requests have been approved and covered.

NOTE: CTO policy changes made as a result of 2004 Labor Law revisions.