
**Ames Fire Department
Standard Operating Guidelines**

Book: 1 – Organization

Section: V – Personnel Policies and Procedures

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

Date Approved: 06-17-2016

Revision No.: 2 (03-26-09) Approved by:

Review Date: 2019



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 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, same-day (after 7:00 a.m.) picks will be denied if they create overtime.
- 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

In the case of members involved in temporary or permanent mid-year transfers:

- Recorded annual picks will be honored and assured, except during rare times of extraordinary circumstance.
- Days directly adjacent to recorded and approved annual picks will be honored and assured except during rare times of extraordinary circumstance.
- Acting Officers transferred to roles on a new shift or to a different station will reopen affected annual pick request days for the originating pick group.

In the case of members involved in temporary or permanent mid-year transfers to a new shift:

- New vacation/holiday picks will be requested within the newly assigned pick group.
- New vacation/holiday pick requests will be handled individually by discussion with the shift commanders.
- Affected annual pick request days will be reopened for the originating pick group.

In the case of members involved in temporary or permanent mid-year transfers to a different station, but same shift:

- New vacation/holiday picks will be requested within the newly assigned pick group
- Affected annual pick request days will not be reopened for the originating pick group.

Miscellaneous

- 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.
- Shift Commanders 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