

# P-004 Vacation Process

## PURPOSE:

To inform all career members of the procedure to be used regarding changing, carrying over or reinstating vacation.

## OBJECTIVE:

To ensure career members are able to utilize their full vacation time whether through changing, carrying over or through reinstatement.

## SCOPE:

This policy applies to career members of Halifax Fire & Emergency.

## POLICY: VACATION CARRY OVER:

**Operational Staff:** upon approval, may carry forward two (2) vacation shifts.

**Non-Operational Staff:** upon approval, may carry forward one (1) week vacation.

## PROCEDURE:

- Complete a Request Form.
- For members of IAFF Local 268 and non-union staff, submit the Request Form to the appropriate Platoon Chief/Manager/Fire Chief /Supervisor, for approval, prior to the end of November.
- Unionized support staff must submit the request for vacation carry over by the date stated in their respective collective agreement.
- Carry over shifts/vacation for members of IAFF must be **used by March 31 of the following year.**

## **POLICY: CHANGING A VACATION SELECTION**

Halifax Regional Fire & Emergency recognizes that from time to time, it may be necessary for staff to require a change to preselected and approved vacation entitlements.

### **PROCEDURE:**

- Complete a Request Form.
- Submit the Request Form to the appropriate Platoon Chief/Manager/Fire Chief/Supervisor 72 hours in advance.
- Approval will be based on operational requirements but will not unreasonably be withheld.

## **POLICY: REQUEST FOR REINSTATEMENT OF VACATION ENTITLEMENT MEMBERS OF IAFF LOCAL 268**

Halifax Regional Fire & Emergency recognizes that no career member shall lose vacation entitlement or statutory holiday entitlement as a result of job injury, being on LTD, hospitalization, surgery and/or recuperation from surgery.

### **PROCEDURE:**

- Complete a Request Form.
- Attach proper documentation with the Request Form.
- Submit to appropriate Platoon Chief/Manager/Fire Chief/Supervisor for consideration no more than eight days after return to work
- Career Members who are off longer than six (6) months shall not earn vacation commencing at the end of said six (6) months.

## **NOTE: GUIDELINES CONCERNING HOSPITALIZATION:**

- Injuries or sickness resulting in a lengthy recuperation period but addressed through out patients will be considered, with proper documentation. (For Example: broken appendages)

## **POLICY: REQUEST FOR REINSTATEMENT OF VACATION ENTITLEMENT UNIONIZED AND NONUNION SUPPORT STAFF:**

Request for Changing Vacation Leave to Sick Leave:

The vacation period is not considered working hours. Any injury or illness that occurs during this time is non- occupational and will not be compensated under Worker's Compensation or considered on job injury. **However, if an injury occurs that renders the career member incapacitated and hospitalized, the career member may be eligible for sick leave in lieu of vacation leave. If an illness or injury occurs prior to a career member's scheduled vacation, the vacation may be postponed.**

## **PROCEDURE:**

- Complete a Request Form.
- Submit the Request Form to the appropriate Manager/Fire Chief/ Supervisor with supporting documentation.
- The Request Form with supporting documentation must be submitted no later than eight (8) days after return to work

## **POLICY: REQUESTING A VACATION DAY DUE TO PERSONAL CIRCUMSTANCES MEMBERS OF IAFF LOCAL 268:**

Halifax Regional Fire & Emergency recognize the need of career members, from time to time, to require unscheduled vacation entitlements due to unforeseen personal circumstances.

## **PROCEDURE:**

- Complete a Request Form or call the On-Duty Platoon Chief/Fire Chief.
- Requests should be submitted at least 24 hours in advance, if possible.
- Approval will be based on operational requirements, but will not be unreasonably withheld.

## **POLICY REVIEW:**

This policy shall be reviewed when/if there are changes/amendments to the procedures utilized to change, carry over or reinstate vacation time.