

APPENDIX B

VACATION AND WORK REDUCTION DAY REGULATION DAY REGULATIONS

COMPUTATION: Vacation time is as follows and will be scheduled as listed herein.

All vacation time must be taken within the calendar year. In the interest of administration and equality, these totals are broken down into units of three (3) days each. Each unit contains one (1) scheduled on duty day for each platoon.

After one (1) year of service	15 Days - 5 Duty Days = 5 Units
After eight (8) years of service	21 Days - 7 Duty Days = 7 Units
After twelve (12) years of service	24 Days - 8 Duty Days = 8 Units
After sixteen (16) years of service	27 Days - 9 Duty Days = 9 Units
After nineteen (19) years of service	30 Days - 10 Duty Days = 10 Units
After twenty-one (21) years of service	30 Days - 10 Duty Days = 10 Units
After twenty-two (22) years of service	30 Days - 10 Duty Days = 10 Units
After twenty-three (23) years of service	36 Days - 12 Duty Days = 12 Units

Eight-hour personnel will receive vacation as follows:

After one (1) year of service	2 Weeks + 1 Day
After eight (8) years of service	3 Weeks + 1 Day
After twelve (12) years of service	3 Weeks + 3.5 Days
After sixteen (16) years of service	4 Weeks + 1 Day
After nineteen (19) years of service	4 Weeks + 1 Day
After twenty (20) years of service	4 Weeks + 2 Days
After twenty-one (21) years of service	4 Weeks + 3 Days
After twenty-two (22) years of service	4 Weeks + 4 Days
After twenty-three (23) years of service	5 Weeks + 1 Day

Loss of vacation accrual and holiday pay during sickness disability leave will be in accordance with Article XV, Section 8, of the Agreement between the City of West Allis and the West Allis Professional Fire Fighter's Association, Local 1004, IAFF.

The calendar year will be divided into cycles, each consisting of three (3) units, or nine (9) calendar days. The cycles will begin in January and extend through December 31 of each year. The cycle schedule will be posted through Department Order each year and shall be consistent with the previous year's work schedule.

1. TIME OF SELECTIONS: Vacation and Work Reduction Days will be chosen starting on December 1, and completed by December 21, of each year. Vacations will be chosen first, with Work Reduction Days to be picked immediately following. No vacation exchanges will be permitted until all vacation and Work Reduction Days are completed, except in cases of emergency. There will be no exchanges of Work Reduction Days at ANY TIME.
2. ORDER OF VACATION SELECTIONS: Each platoon will select vacations in a separate schedule. Members will select according to rank and seniority in rank on the platoon. Where ties exist, position on the list in order of appointment will govern.
3. SUMMER PERIOD: During the summer period a maximum of two (2) cycles may be selected. Summer vacation periods will start on June 8 and end on September 5. A member can select a one (1) or two (2) cycle vacation, but cannot split the vacation. They have to be consecutive with their columns. The beginning of the vacation must start on the cycle date.

An exception can be made for an individual if he/she has a long trip planned. The employee may forward a letter to the Chief, stating the reason, and the request will be given consideration. Such letters must be in the Chief's office before selections are made. Additional summer period vacation time so granted, must be used for the purpose stated. If a change in plans indicates that the time will not be used, the Chief shall be notified

before the start of the vacation and the additional time will be rescheduled out of the summer period at the convenience of the Department.

4. SPLITTING VACATIONS: The full earned vacation may be taken at one (1) time, providing it conforms with Number 3, or may be split into two (2) or more segments. Vacation picks must be minimum of one (1) cycle duration, however, an employee having only one (1) unit remaining may select any unit in a cycle, except in the summer period on his/her initial pick.
5. TOTAL NUMBER OF EMPLOYEES OFF: Provisions of this Section apply to the vacation and Work Reduction Day selection period, as well as any vacation and Work Reduction Day changes that occur through the calendar year. The total number of employees scheduled to be on vacation on each platoon during each unit shall not exceed five (5), exclusive of Battalion Chiefs. There will be no more than two (2) Equipment Operators on vacation per platoon at one (1) time. Work Reduction Days shall be selected in all five (5) columns, exclusive of Battalion Chiefs. The vacation and work reduction schedule will provide for a minimum of four (4) Officers, including a minimum of one (1) Captain on duty on each platoon. The work schedule of the Battalion Chief shall be taken into account when making this determination. The vacation and work reduction schedule will also provide for a minimum of four (4) Paramedics on duty on each platoon.
6. REGULATION OF SELECTIONS: The vacation schedule on each platoon shall be filled as follows (Column priorities refer to vacation days only):
 - Column No. 1 Captains shall have priority
 - Column No. 2 Lieutenants and Equipment Operators shall have priority as provided below
 - Column No. 3 Equipment Operators shall have priority
 - Column No. 4 & 5 Fire Inspectors and Fire Fighters shall have priority

Column No. 6 Shall be used to track Battalion Chiefs' vacation and WR selections and may be used for Vacation and WR selections as necessary or at the discretion of the Fire Chief.

OFFICERS: Officers may select nine (9) cycles in Column (2), but no more than four (4) cycles during the summer period. Refer to the provisions of Number 5.

CAPTAINS: Refer to the provisions of Number 5. The vacation and work reduction schedule will provide for a minimum of four (4) Officers, including a minimum of one (1) Captain on duty on each platoon. The work schedule of the Battalion Chief shall be taken into account when making this determination. To the extent possible, Officer vacation will be scheduled on the platoon he/she will be assigned to at the time.

LIEUTENANTS: A Lieutenant on each platoon may select a vacation that may coincide or overlap with a vacation selection of a Captain in his/her platoon.

All else remains the same and this provision becomes effective December, 1990 for 1991 and thereafter vacation selection.

EQUIPMENT OPERATORS: Equipment Operators may select fourteen (14) cycles in Column (2), but not to exceed six (6) cycles in the summer period, after Officers. During these fourteen (14) cycles, two (2) Equipment Operators may be on vacation. A total of three (3) Equipment Operators on a platoon may be off at one (1) time.

FIRE INSPECTORS AND FIRE FIGHTERS: Fire Inspectors and Fire Fighters may select any vacation time, in any column, not previously picked by Officers or Equipment Operators. They shall pick according to their fire fighting platoon seniority, except that no Fire Inspector shall be on vacation or work reduction during the week in which the State Fair opens, the week during State Fair or during Fire Prevention Week.

7. VACATION EXCHANGE: Should an employee desire to exchange a vacation period with another employee, he/she shall complete "Work Reduction/Vacation Change Request Form FD-38". Exchange may be made only with other persons of the same rank. An employee wishing to exchange a vacation period will obtain signatures on the back of

the FD-38 of every employee having greater seniority in rank, indicating that the signatory does not wish to enter an exchange for the same period. If another employee with greater seniority in rank wishes to enter an exchange for the vacation period, the originator may withdraw the vacation exchange request. The completed FD-38 will be submitted for approval to the Station Commander and Battalion Chief.

8. VACATION CHANGE: If vacation periods become vacant or are vacant within Columns (1) – (5) of the vacation schedule, employees will be permitted to change a vacation period, pursuant to the following guidelines.
- (A) A vacation period vacancy must exist before an employee may request a change.
 - (B) A Work Reduction/Vacation Change Request Form FD-38, shall be filled out by circling "Vacation" and by inserting the date and time (duplicate).
 - (C) The completed Form FD-38 will be submitted to the Station Commander and Battalion Chief for approval.
 - (D) Upon approval, the FD-38 will be sent to all stations for posting. The vacation change request will be announced at roll call, or thereafter up to 1800 hours, at all stations on two (2) workdays of platoon affected. The vacation change request will thereby be held without action for forty-eight (48) hours of the platoon's duty time.
 - (E) Proper cycles or units shall be observed and Number 5 of Appendix B is applicable.
 - (F) Column priorities:
 - Column (1)
 - 1. Captains have first priority, by seniority in rank.
 - 2. Lieutenants have second priority, by seniority in rank.
 - 3. Equipment Operators/Fire Inspectors/Fire Fighters have third priority by seniority within the Department.
 - Column (2)
 - 1. Lieutenants have first priority, by seniority in rank for nine (9) cycles during the summer period.

2. Equipment Operators have second priority by seniority in rank for fourteen (14) cycles during the summer period.
3. Captains, Fire Inspectors and Fire Fighters have third priority by Department seniority.
4. If Fire Inspectors and Fire Fighters with third priority do not request a vacation period when the total number of Lieutenant's and Equipment Operator's cycles are selected, then a Captain, Lieutenant, or Equipment Operator may request a vacation period change by seniority within Department.

Column (3)

1. Equipment Operators have first priority by seniority in rank.
2. Captains, Lieutenants, Fire Inspectors and Fire Fighters have second priority by Department seniority.

Column (4) and (5)

1. Fire Inspectors and Fire Fighters have first priority by Department seniority.
2. Captains, Lieutenants, Equipment Operators have second priority by Department seniority.

(G) A request to select a vacant vacation cycle will be accorded priority over a request to select a vacant one (1) or two (2) unit vacation period in the summer. When selecting vacant vacation cycles in the summer period, Number 3 of Appendix B shall be observed.

(H) The vacation change shall take effect after the forty-eight (48) hour period if all guidelines are met.

- (I) If the vacant vacation period requested is the next workday, all possible notice will be given to all stations. If request meets these guidelines, the vacation period will be assigned to the employee making the request.
- (J) A vacation change will supersede a work reduction change.
- (K) Only one (1) vacation period change is permitted at a time. For example, employees may select one (1) unit or two (2) units or one (1) cycle or two (2) cycles, each of which is considered a separate change.
- (L) After an employee makes a vacation change, all other employees who request a change will be given an opportunity to change a vacation period, subject to these guidelines, before the employee changes a second vacation period.
- (M) The Chief of the Department may reassign vacation periods for an employee who was on sick or injured disability leave at time of scheduled vacation within any open Column. Assignments of vacation periods by the Chief under these circumstances shall have priority over all requests to select vacant vacation periods.

9. SICK OR INJURED AT VACATION OR WORK REDUCTION: Employees on sick or injured leave at the time their vacation date arrives will continue on sick or injured leave until released to return to duty as provided for in the Department rules and will be subject to rules governing such leaves during that period except as hereinafter provided.

The member shall have the option to either continue on sick or injured leave in lieu of the scheduled vacation, or indicate in writing to the Chief that he/she be placed on the scheduled vacation instead of using sick leave during those periods, provided the member presents the required medical release prior to returning to regular duty.

When the option to use vacation is chosen, the member must notify the Department by 2000 of the last day prior to the next scheduled workday whether he/she will return to regular duty or be placed back on sick or injured leave. If he/she had been

off two (2) scheduled workdays or less, he/she shall call the station Commander to be taken off sick leave.

If an employee is on sick or injured leave during a work reduction, that day shall not be rescheduled.

10. RESCHEDULING OF VACATION DAYS: A member who is excused from regular duty because of illness, injury, jury duty, military leave, Paramedic training, or other reason and who has qualified to reschedule vacation days to a future date because of this excused time, may remove vacation days from the current vacation calendar. From July 1 through December 31, the vacated days will be "blacked out", so no other member will be eligible to move vacation or Work Reduction Days into the vacated days.

Effective January 1, 2002, an employee may move a vacation day to extend funeral leave. The date of the original vacation day shall be "blacked out" so that no other employee shall be eligible to move a vacation day or Work Reduction Day into the vacated day.

Vacation days removed from the calendar may be rescheduled according to other provisions of this contract, provided the rescheduled vacation days do not cause staffing levels to fall below minimum acceptable staffing levels in effect at the time of rescheduling. Total shift staffing will be considered for this purpose, including all members previously excused from duty, regardless of their listing on the vacation calendar, shift commander monthly master or other record at the time of rescheduling.

11. WORK REDUCTION DAYS: Battalion Chiefs will select their Work Reduction Days with the other employees for purposes of maintaining a minimum of four (4) officers on duty at all times. The Battalion Chiefs' Work Reduction days will be recorded in column six (6). Work reduction will be selected by platoon seniority, regardless of rank. Date of appointment to the Department and position on appointment list will determine the order of selection. For 1991 and thereafter, the nine (9) Work Reduction Days will be selected in five (5) round robin picks. The first round will be a single pick and the remaining four

(4) rounds will be double picks. The work reduction schedule for members on 24-hour platoon duty shall be nine (9) working days in addition to holiday pay as stated in the City Ordinance in effect for that year.

Work Reduction Days will be selected in five (5) columns, within the provisions of Number 5 of this Appendix, "Total Number of Employees Off", and with no restrictions for summer selections, except beginning January 1, 1985, any new employee appointed to the Department after Work Reduction Days have been selected can pick Work Reduction Days earned in the year of appointment with the following restrictions being applied:

- (1) Only one (1) Work Reduction Day in the summer period,
- (2) Only two (2) Work Reduction Days in a row and,
- (3) None of the following holidays:
 - a. New Year's Day (January 1)
 - b. Memorial Day (last Monday in May)
 - c. July 4
 - d. Labor Day (first Monday in September)
 - e. Easter Sunday
 - f. Thanksgiving Day
 - g. Christmas Eve (December 24)
 - h. Christmas Day (December 25)
 - i. New Year's Eve (December 31)

If any vacation period opens up because of retirement, it will remain open for ten (10) calendar days before any probationary person is moved in to it. At the time of selections, the vacation and work reduction schedule will provide for four (4) Paramedics on duty on each platoon.

- (4) Selected Work Reduction Days may not cause staffing levels to fall below minimum acceptable staffing levels in effect at the time of selection, unless

approved by the Fire Chief. Total shift staffing will be considered for this purpose, including all members previously excused from duty, regardless of their listing on the vacation calendar, shift commander monthly master or other record at the time of selection.

12. CHANGING WORK REDUCTION DAYS: All bargaining unit employees who receive Work Reduction Days will be allowed to make four (4) changes of their Work Reduction Days after all vacation and Work Reduction Days are selected. There must be an open period in one (1) of the five (5) columns which the member may select as a Work Reduction Day. A vacation change will have precedence over a Work Reduction Day change. Any Work Reduction Day change will be posted and read at roll call, the same as a vacation change. All other rules concerning vacation and Work Reduction Day selection will be followed, such as total number of employees off, etc. After a member makes one (1) Work Reduction Day change, all other members who have requested a change will change one (1) day before any member changes a second Work Reduction Day.

Effective January 1, 2002, an employee may move a Work Reduction Day to extend funeral leave. The date of the original Work Reduction Day shall be "blacked out" so that no other employee shall be eligible to move a vacation day or Work Reduction Day into the vacated day.

The Fire Department Form FD-38 will be used for work reduction changes as well as vacation changes. Any Work Reduction Day which falls during a period when the employee is on long term sick or injured will be lost and will not be changed.

13. NUMBER OF EMPLOYEES OFF ON WORK REDUCTION: Employees in selecting work reduction, will be held, insofar as it is possible and practical, to the vacation regulations on the number of each rank that can be off at one (1) time.
14. WORK REDUCTION IN VACATION COLUMNS: Any open day in the vacation schedule may be selected as work reduction, providing it conforms to Numbers 5 and 10

of Appendix B, and all other vacation and work reduction rules provided herein. Any overflow of work reduction will be in the sixth column in January.