



**MILWAUKEE FIRE DEPARTMENT
VACATION & HOLIDAY RULES FOR
FIRE EQUIPMENT DISPATCHERS
AND FIRE DISPATCH SUPERVISORS**

Mark Rohlfing
Chief

Gerard Washington
Assistant Chief
Michael Payne
Assistant Chief
Paul Conway
Assistant Chief

VACATION SELECTIONS

The amount of vacation allotted to each employee is provided in City Ordinance. Employees (specifically dispatchers and dispatch supervisors for the purpose of this document) within their first six-months of employment are permitted to schedule vacation at the discretion of the Dispatch Manager as staffing levels permit and so as not to unduly interrupt their training. Employees will take part in the annual vacation selection process once they have completed training. Employees earning additional vacation days in a given year based on their years of service will be credited with such additional vacation in their pay period accrual in the pay period in which their benefits service date falls.

Employees who wish to use vacation and find themselves at a zero vacation balance must use TVA hours, if available, before being allowed to go negative in their vacation account. Employees with a zero vacation balance and zero TVA balance may be allowed to go negative in their vacation account by as much as 80 hours providing they have prior approval from the Fire Chief or his designee. Employees are responsible for monitoring their vacation balances so as not to put themselves in a situation in which they cease earning vacation. Vacation accrual caps are identified in the current numbered notice, *"Vacation, Holiday, and PO Entitlement."*

Vacation picks, for the upcoming year, will begin in early December of the current year. The Fire Dispatch Manager or his/her designee will oversee and conduct the selection process. Each year, the Fire Dispatch Manager will give, at minimum, seven days notice of the date selected for conducting the vacation picking process. This notice will further provide the timeframe of the process (i.e., 0800 – 1530 hours) as well as a time limit in which each selection must be made (i.e., ½ hour for first round, 15 minutes for subsequent rounds, etc.) If subsequent days are needed, these same rules will apply.

Employees unavailable on the day(s) of the selection process are to leave a variety of clear and concise selections with the Fire Dispatch Manager or the designee that is overseeing the selection process.

The vacation selection process is based on seniority in rank. Vacation Selections can be split into any number of segments. Any number of consecutive days from one (1) to the total number left to pick, subject to the limitations of the prime time periods, can be taken on any round of selections.

Prime Time Periods – Employees will be permitted to select up to five (5) consecutive vacation days on each round, within the "prime time" periods. In the event that prime time days are still available after each employee has had an opportunity to make his/her selection, employees may, on a seniority basis, pick vacation days from the remaining available prime time days. Prime time periods will be defined each year as they change based on certain holiday dates.

Two-Column Vacation Picks – Vacation picks will be limited to two columns; two dispatchers will be allowed off on the same day, providing they are not assigned to the same shift, with the exception of Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve, when only one dispatcher will be allowed off.

The following rules apply to vacation requests made outside of the annual vacation selection process:

- Prime time period rules apply.
- Employees are to request vacation days a minimum of seven (7) days prior to the date they want off. These days will be granted provided the “two-column vacation guidelines” are met.
- Vacation days may be requested and granted with less than a seven (7) day notice providing there is adequate staffing.

HOLIDAYS

Employees are by City Ordinance allowed 11 holidays. The Fire Dispatch Manager will assign eight (8) of those 11 holidays for employees. Employees are required to select the three (3) holidays they are allowed to schedule during the vacation selection process and must fall between June 30 and December 31 each calendar year.

VACATION/HOLIDAY AFFECTING OTHER CREDITS

VACATION/HOLIDAY and SICK LEAVE/FUNERAL LEAVE/INJURY LEAVE – Employees carried on approved sick leave over a scheduled holiday or vacation day will be allowed to reselect the holiday(s) and or vacation day(s) upon their return to duty. The reselection must be requested and approved by the Fire Dispatch Manager or designee.

Employees may use scheduled vacation/holiday during a period of authorized sick leave provided they notify the on-duty dispatch supervisor prior to the start of such vacation/holiday.

A medical certificate meeting guidelines established in the current MFD numbered notice, “Sick, Injury, Funeral, and Family Leaves, Notification, Documentation and Confidentiality of” must be submitted for layups of sick leave immediately surrounding scheduled vacation.