Vacation Time Allowance

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| Upon Hire | (3) 24 Hour Days |
| After (2) Years | (5) 24 Hour Days |
| After (5) Years | (7) 24 Hour Days |
| After (10) Years | (9) 24 Hour Days |
| After (15) Years | (10) 24 Hour Days |
| After (20) Years | (12) 24 Hour Days |

* All available vacation days shall be filled out by January 1st of each year under a three-platoon system for each shift based upon seniority. Employees will be allowed to adjust vacation days after January 1st with reasonable notice to the Fire Chief and as long as no other full-time employee is off on that day.
* Normally scheduled vacation time may not be accumulated from year to year.
* Vacation time must be taken in twenty-four (24) hour segments. Employees have six (6) calendar days from receipt of the vacation signup sheet to sign up for their vacation. Once you pass the vacation signup sheet to the next person, you give up your signup seniority for any remaining vacation days.
* No employee shall be required to report to work before the end of his approved vacation unless a situation arises where the entire department is called back.

Unrestricted Personal Day

* A forty-eight (48) hour notice shall be provided prior to submission for approval.
* Unrestricted personal days cannot be accumulated and must be utilized within the calendar year.
* The unrestricted personal day must be taken in twenty-four (24) hour segment.
* Unrestricted personal days may cause overtime.
* Scheduled by November 1st

Personal Time

* Personal Time shall be used in no less than 4-hour increments.
* A forty-eight (48) hour notice shall be provided prior to submission for approval.
* Personal Time may not cause Overtime.
* Scheduled by November 1st.

Sick Time

* Accrued in 6.44 hours per 112 hours pay period.
* Ideal time for reporting off before 0630 day of shift, or before.
* An employee can transfer sick time if their sick time hours are above 120hr.
* An employee who is receiving sick time must have less than 120 hours accrued.
* A doctor’s excuse is required upon returning from (2) consecutive sick days.

F.I.R.E Day

* (Family Inspires Rest in Everyone)
* As an incentive for employees to not abuse sick leave, the Employer and the Union agree to implement the following incentive program.
* For the periods of May 1 – August 31 and September 1 – December 31 and January 1 – April 30, employees will be rewarded for not using sick leave during those periods. Employees will be allowed to convert unused sick time to additional personal time to be called F.I.R.E. Days.
* F.I.R.E. Days shall be awarded as follows:

 **Sick Leave Used in Four (4) Month Period Award**

 Twenty-four (24) hours or less Twenty-Four (24) hours

 Twenty-five (25) hours to forty-eight (48) hours Twelve hours

 More than forty-eight (48) hours Zero (0) hours

* A twelve (12) hour notice shall be provided prior to submission for approval.
* A F.I.R.E Day shall be taken in twelve (12) or twenty-four (24) increments.
* F.I.R.E. Days cannot be accumulated from calendar year to calendar year.
* F.I.R.E. Days shall not cause scheduled overtime. A denial of a F.I.R.E. Day cannot be grieved and not subject to arbitration.