



# GENERAL ORDER

## Leave Bidding Guide

Date: February 3, 2022

Number: 22.005

Effective Date: February 3, 2022

Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief

The bidding feature in Workforce Telestaff will be utilized for Peak Leave assignments for CY-2022. This bidding process will supersede OP109, Section II, Subsection C, in reference to when Peak Leave Requests have to be entered. The bidding process will run, by shift, in order of seniority based on Fire and Rescue Hire Date, then alphabetically (A-Z). Each person will be allotted a date and time frame to enter their peak leave bids. Bids will be awarded in accordance to OP109, II.C.

All 72 hours of leave will be awarded based on seniority. Persons wishing to have peak leave awarded SHOULD NOT enter the vacation request on their calendar, rather use the bidding process. Vacation requests entered in your personal calendar WILL NOT be considered during peak leave assignment.

Attached to this informational bulletin is the schedule of dates and times for the bidding. It is strongly encouraged, that if you plan to utilize Peak Leave, that you know your bidding time and log in to place your bids. Bidding will occur during the week of February 21. It is highly encouraged that, if you wish to place peak leave bids, you plan accordingly. **You will not receive a notification from Telestaff about your bid time or turn.** Once your bid time has expired, you will not be able to place any bids. The only exception being offered is to those that are placed on a mandatory work status the day of their bid. Mandatory work status being defined as Holdover, Recall, Annual Physical, or Department Meeting.

As a reminder, you are bidding with your shift in seniority order. Bids will officially be awarded after the staffing group has confirmed the bid placements. For persons whose shifts overlap the 24/48 schedule, (D1, D2, and Tues/Fri Battalion Chief) those bids will be taken for each day and ranked against the 24/48 shift bid.

In order to access the bidding feature you will need to login to your WFTS account at [www.fauquierfr-wfts.kronos.net](http://www.fauquierfr-wfts.kronos.net). From your dashboard you will navigate, using the navigational buttons at the top of your screen, to "Bidding". You will not be able to place any bids until your assigned time. You will then have 30 minutes from when your bid starts to place your bids. If you do not place your bid by the end of your turn, you will not be able to place a Peak Leave Request.

During the bid times if you require any assistance, please notify Lt. Coleman at 540-905-0988 DURING YOUR BID TURN.

**Please see page 2 for the detailed schedule.**

Questions regarding this general order should be directed to AC Gillam, Capt. Latham, or Lt. Coleman

A-Shift			B-Shift			C-Shift			Tuesday/Friday BC		
Name	Bid Date	Bid Time	Name	Bid Date	Bid Time	Name	Bid Date	Bid Time	Name	Bid Date	Bid Time
Lorenzen, Natasha	2/21/2022	8:00:00	Art, Randy	2/22/2022	8:00:00	Moznich, Peter	2/23/2022	8:00:00	Cluff, Richard	2/21/2022	8:00:00
Weeks, Andy	2/21/2022	8:30:00	Sours, David	2/22/2022	8:30:00	Grogan, William	2/23/2022	8:30:00	D-1 Shift		
Klinkenberger, Mark	2/21/2022	9:00:00	Miller, Samuel	2/22/2022	9:00:00	Morris, Jennifer	2/23/2022	9:00:00	Cole, Eain	2/23/2022	8:00:00
Hunter Jr, Charles	2/21/2022	9:30:00	Baer, Nicholas	2/22/2022	9:30:00	McEvilly, Fred	2/23/2022	9:30:00	Stuart, Brian	2/23/2022	8:30:00
Jackson, Donald	2/21/2022	10:00:00	Bankston, Jonathan	2/22/2022	10:00:00	Neese, Eric	2/23/2022	10:00:00	Definbaugh, Andrew	2/23/2022	9:00:00
Leonard, Jeremiah	2/21/2022	10:30:00	Frinks, Jonathan	2/22/2022	10:30:00	Butler, Richard	2/23/2022	10:30:00	Hulvey, Andrew	2/23/2022	9:30:00
Myers, Charles	2/21/2022	11:00:00	Latham, Brian	2/22/2022	11:00:00	Smith, Matthew	2/23/2022	11:00:00	Scott, Brandon	2/23/2022	10:00:00
Miller, Brendan	2/21/2022	11:30:00	Saunders, Jessica	2/22/2022	11:30:00	Wood, David	2/23/2022	11:30:00	D-2 Shift		
York, Stephanie	2/21/2022	12:00:00	Wyne, James	2/22/2022	12:00:00	Shields, Matthew	2/23/2022	12:00:00	Graham, Terry	2/21/2022	8:00:00
Reneau, Brandon	2/21/2022	12:30:00	Federick, Clifton	2/22/2022	12:30:00	Mackison, Gordon	2/23/2022	12:30:00	Shifflett, Tommy	2/21/2022	8:30:00
Nugent, Matthew F.	2/21/2022	1:00:00	Potter, Jessica	2/22/2022	1:00:00	Neam, Kenneth	2/23/2022	1:00:00	Chamberlin, Scott	2/21/2022	9:00:00
Smith, William R.	2/21/2022	1:30:00	Helsley, Nathan	2/22/2022	1:30:00	Johnson, Mahlon	2/23/2022	1:30:00	Martinez, Gilda	2/21/2022	9:30:00
Bouie, Christopher	2/21/2022	2:00:00	Finn, Zachary	2/22/2022	2:00:00	Marsh, Eric	2/23/2022	2:00:00			
Sonifrank, Edward	2/21/2022	2:30:00	Ballantyne, Jacob	2/22/2022	2:30:00	Shea, Michael	2/23/2022	2:30:00			
Wilson, Chad	2/21/2022	3:00:00	Josendale, Peter	2/22/2022	3:00:00	Carpenter, Michael	2/23/2022	3:00:00			
Bohon II, Daniel	2/21/2022	3:30:00	Thomas III, John F.	2/22/2022	3:30:00	Frederick, Brandon	2/23/2022	3:30:00			
Fowler, Zachary	2/21/2022	4:00:00	Davidson, Mitchell	2/22/2022	4:00:00	Long, Kathryn	2/23/2022	4:00:00			
Lonas, Tyler	2/22/2022	8:00:00	Jaeger, Bryan	2/22/2022	4:30:00	Rogers, Joseph	2/23/2022	4:30:00			
Peterson, Andrew	2/22/2022	8:30:00	Law, Howard	2/22/2022	5:00:00	Wood, Shane	2/23/2022	5:00:00			
Alford, William	2/22/2022	9:00:00	Stroop, Alex	2/23/2022	8:00:00	Ferraiuolo, Mason	2/24/2022	8:00:00			
Bish, Benjamin	2/22/2022	9:30:00	Hernandez, Karin	2/23/2022	8:30:00	McDonald, William	2/24/2022	8:30:00			
Landman, Kevin	2/22/2022	10:00:00	Lewis, Stephanie	2/23/2022	9:00:00	Schmidt, Luke	2/24/2022	9:00:00			
Donahue, Jacob	2/22/2022	10:30:00	Bailey, Brandon	2/23/2022	9:30:00	Anderson, Alex	2/24/2022	9:30:00			
Maguire, Brendan	2/22/2022	11:00:00	Hamilton, Tyler	2/23/2022	10:00:00	Bowers, Hunter	2/24/2022	10:00:00			
Roche, Garrett	2/22/2022	11:30:00	Kulick, Daniel	2/23/2022	10:30:00	Highland, Jordan	2/24/2022	10:30:00			
Suddueth, Anthony	2/22/2022	12:00:00	Martin, Edward	2/23/2022	11:00:00	Rakestraw, Graham	2/24/2022	11:00:00			
Littleton, Wesley	2/22/2022	12:30:00	Rodriguez, Courtney	2/23/2022	11:30:00	Thrall, Colby	2/24/2022	11:30:00			
Lyons, Jenny	2/22/2022	1:00:00	Stevens, Tyler	2/23/2022	12:00:00	Apffel, Ethan	2/24/2022	12:00:00			
Rodenbough, Conner	2/22/2022	1:30:00	Graney, Jon-Curtis	2/23/2022	12:30:00						
Hall, Dylan	2/22/2022	2:00:00	Gray, Jeffery	2/23/2022	1:00:00						
Burr, Casey	2/22/2022	2:30:00	Woodward, Rodney	2/23/2022	1:30:00						
Hayes, William	2/22/2022	3:00:00									