



# GENERAL ORDER

## Personal Leave Addendum

Date: April 7, 2022

Number: 22.017

Effective Date: April 7, 2021

Expiration Date: N/A

Approved By: Darren L. Stevens, Fire Rescue Chief

This General Order will serve as an addendum to OP109. This addendum will be valid for the remainder of CY-2022, will be evaluated, necessary changes made, and then if needed an update to OP109 will occur. This is designed to be a test process, to bring enhancements to the way vacancies are built and awarded looking in the future. Changes may be ongoing as the process is tested. Designed by a group of Technician's to help facilitate leave coverage and minimize the chances of holdover and recall.

### Peak Leave Vacancy Coverage

Starting on **April 11, 2022**, a list of known vacancies caused by Peak Leave Bidding will be posted to the Department's SharePoint. From that date, department members will have 3 weeks (May 6, 2022) to consider their personal schedules and find dates that they are available to help ensure others' Peak Leave is covered.

To sign up for a vacancy you will go to the calendar function on Telestaff and simply add your availability for the day the vacancy exists by signing up utilizing the "**Sign Up Peak Leave Coverage**" work code. The signup code is designed as a 24-hour code, however, if you are only interested in a day or night vacancy, you can edit the time to reflect that. If you are assigned to a day work position, the 24-hour code will still allow you to be eligible for the night side vacancy.

Employees are encouraged to sign up for any day that has peak leave that they can work. Before awarding the overtime, the staffer running this process will assign floaters and ensure a true vacancy exists. Once a true vacancy is identified, the Peak Leave Coverage List will be utilized. If no persons have signed up that qualify for the position, then the staffer will search the roster for any person working outside their qualifications and attempt to fill a lower position.

Peak Leave Coverage Overtime will be awarded utilizing the following sorting criteria:

- 1) Least qualified for the position
- 2) Last day Peak Leave Coverage Overtime worked
- 3) Seniority date in highest to lowest order
- 4) Alphabetical A-Z

All peak leave vacancy coverage will be scheduled and awarded to the employee and will be considered the employee's scheduled hours. Coverage shall be the responsibility of the employee who cannot work the requested overtime in accordance with OP 109 section V para. 12. The awarded Peak Leave coverage will not be considered your last day of overtime worked for the routine signup for overtime.

Link to Peak Leave Vacancies:

<https://wrkspc.fauquiercounty.gov/dept/EMSRV/Shared%20Documents/Peak%20Leave%20Vacancy%20Coverage>

## **Filling Vacancies / Vacancy Roster View Upgrades**

The process of filling all vacancies will be changed to allow a 28-day window for filling known vacancies. Floaters will be auto-assigned 35 days out. This is to allow department personnel ample time to be able to look ahead at their calendars and sign up for overtime. This change will be programmed to start on April 11<sup>th</sup>.

A further upgrade to mandatory and holdover list rotations, if an employee is placed on mandatory status, and finds their own coverage, then both persons will have that shift date logged as their “Last Mandatory Date”. Effectively, if you are placed on mandatory, and find voluntary coverage, then both people gain a “Last Mandatory Date” and rotate from the top of the list.

Questions regarding this general order can be directed to Lieutenant Coleman.