St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 01-03-03 Annual Leave/Temporary Promotions

Document Type:	Operational Guideline
Status:	
Issued By:	Administration
Index:	01 Organization
Section:	03 Administration
Title:	03 Annual Leave/Temporary Promotions

Purpose

To establish guidelines for allocation of Annual Leave as it applies to Temporary Assignments.

Background

This replaces Policy # 9, dated 1993-10-01.

Procedure

Vacation Period

Article 15:09 of the current Collective Agreement is quite specific as it pertains to Vacation Leave.

This vacation leave is posted every year prior to the first vacation period. Once this vacation period is posted, it is approved vacation leave. Those affected during that period by shift changes, promotions, etc, will still be afforded the opportunity to take vacation during the approved period even though the Department may incur extra cost.

At the time this vacation period is being scheduled, Management will inform those who are temporarily assigned, whether they are to be scheduled in their normal classification or the temporary one which they occupy. This will be determined by Management on the projection

of the duration of the temporary assignment.

Outside Vacation Period

Any approved leave outside the vacation period will be rescinded if/when the employee accepts a temporary or permanent promotion to a higher classification. He will then be afforded the opportunity to immediately apply for leave within this higher classification, based upon available openings.

The only circumstances where this leave would not be rescinded would be if an employee was transferred to another shift through no choice of his own.

Approvals
Director/Chief of SJRFD

Approval Date
2005/06/15

Revision Date

Rescind Date

Responsibility

St. John's Regional Fire Department

Appendix/Appendicies
None