



Standard Operating Guideline	
SOG Name:	Leave Accrual, Use, and Selection
SOG Number:	400.12
Standard:	TBD
Guideline Owner:	Administration
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Authority:	Larry H. Williams, Jr, Fire Chief

PURPOSE: Personnel Rules and Regulations govern the accrual and use of all leave in the benefits package for the City of Dothan. Each department head is charged with the responsibility of assuring that all members have the opportunity to use all necessary leave to prevent forfeiture. This guide captures the essence of the Personnel Rules and Regulations as well as establishes Department guidelines based on interpretation of said rules and regulations.

A. VACATION

SECTION 1

Each employee earns vacation hours in 24 pay periods of each payroll year. Vacation is not earned the remaining pay periods of the payroll year. These pay periods that vacation is not earned are the third pay period of a month. The pay period is determined by the end date of the pay period not the date that pay checks are issued.

40 Hour or Weekly Employee

1. Vacation is earned at 4 hours per pay period for employees with less than 10 years of service.
2. Vacation is earned at 6 hours per pay period for employees with 10 years or more of service.
3. The earning rates are based on employment with the City of Dothan not the Fire Department solely.
4. Bonus vacation hours may be earned by working a contiguous year without using any sick.
5. Bonus vacation for an employee with less than 720 hours of sick leave is 24 hours.
6. Bonus vacation for an employee with 720 hours of sick leave is 32 hours.
7. Bonus vacation may either be taken as leave or sold back to the City of Dothan.
8. To sell the bonus vacation hours, the employee must file a written request with the Fire Department payroll clerk during the pay period that the bonus hours will be accrued.
9. The maximum vacation accrual for members with less than 10 years of service with the City of Dothan is 96 hours + the bonus hours if applicable.
10. The maximum vacation accrual for members with 10 years or more of service with the City of Dothan is 144 hours + the bonus hours if applicable.
11. An employee may carry over the maximum vacation accrual past the end of the calendar year.

7K or 24 Hour Shift Employee

1. Vacation is earned at 6 hours per pay period for employees with less than 10 years of service.
2. Vacation is earned at 9 hours per pay period for employees with 10 years or more of service.
3. The earning rates are based on employment with the City of Dothan.
4. Bonus vacation hours may be earned by working a contiguous year without using any sick leave.
5. Bonus vacation for an employee with less than 1080 hours of sick leave is 36 hours.
6. Bonus vacation for an employee with 1080 hours of sick leave is 48 hours.
7. Bonus vacation may either be taken as leave or sold back to the City of Dothan.
8. To sell the bonus vacation hours, the employee must file a written request with the Fire Department payroll clerk during the pay period that the bonus hours will be accrued.
9. The maximum vacation accrual for members with less than 10 years of service with the City of Dothan is 144 hours + the bonus hours if applicable.
10. The maximum vacation accrual for members with 10 years or more of service with the City of Dothan is 216 hours + the bonus hours if applicable.
11. An employee may carry over the maximum vacation accrual past the end of the calendar year.

SECTION 2

Vacation use is selected in the last two months of a calendar year for the upcoming year. This selection is the opportunity for each member to choose the minimum vacation that has to be taken in the next payroll year. The Battalion Chief or an appointed authority will distribute a selection sheet that shows the employee the minimum and maximum vacation hours that can be taken. The leave granted using this selection process is by rank and seniority.

B. HOLIDAY LEAVE

SECTION 1

All employees with the City of Dothan receive twelve (12) paid holidays per year. The recognized holidays are established by the personnel board and are published in November for the upcoming year.

SECTION 2

Weekly employees with the Dothan Fire Department are granted holiday leave on the recognized holiday (pay code HO). 7K employees with the Dothan Fire Department receive a holiday accrual for each recognized holiday (pay code HA). This is the case for all three shifts whether a shift is scheduled to work the recognized holiday or not scheduled to work the recognized holiday. 7K employees can accrue up to twelve (12) holidays per year. An employee cannot have an accrued holiday balance of more than 288 hours. Justification for hours on holiday use and accrual occurs at the end of the pay

period. An employee can earn a thirteenth holiday in a pay period as long as a holiday is also used in the same pay period. If an employee does not use the holiday, it will be forfeited. Selection of holidays will be covered under “Leave Selection”.

C. MILITARY LEAVE

SECTION 1

An employee with the City of Dothan receives 168 hours of military leave annually that **is to be used for participation in military training and exercises**. The military leave is granted for use from January 1 through December 31. To receive leave hours, the employee must request leave hours with the Personnel Department, complete form 300 and give a copy to the Personnel Department and the Fire Chief’s office. (See Personnel Rules and Regulations: Section 9-40)

SECTION 2

For military leave to be used, the employee must submit the completed form 300 to his/her Battalion Chief. Accompanying the form 300 must be a copy of the order from the military commander with a contact name and telephone number of a person in authority with the military that can verify use post fact. The Battalion Chief will place the military leave request in the leave selection book as well as any holidays or vacation that must be used by the member to attend a military drill. Vacation and holidays will be placed in the Military Leave slots on the leave book and denoted as to the type of leave.

SECTION 3

Military leave can be moved if the employee’s orders to participate in military activities are altered.

SECTION 4

Failure to notify the Battalion Chief in a timely manner for needed use of military leave will result in disciplinary action. For 40-hour employees, the advance notice request is 24 hours prior to the day of leave. For 7K employees, the advance notice request is the shift prior to the shift the leave is needed.

SECTION 5

Military leave can only be used by an employee as outlined in Personnel Rules and Regulations; Section 9-40. (1) (a), (b) and (c). Use of military leave that is not related to the aforementioned section is in violation to Personnel Rules and Regulations and the employee is subject to disciplinary action.

D. MILITARY TIME

Military time is not an accrued leave. An employee that is activated into the military and has to sever employment with the City of Dothan to fulfill the activation will be placed on Military Time. This effectively “freezes” the employee’s time in reference to the City of Dothan. Once the employee has completed activated duty and is released from military service, the employee may file with the City of Dothan for re-employment. Personnel Rules and Regulations govern the re-employment and all time restraints that may apply.

E. CIVIL LEAVE

Civil Leave is not an accrued leave. Any employee shall be given necessary time off without loss of pay when performing jury duty.

F. SICK LEAVE

Sick leave is explained in Personnel Rules and Regulations Section 9-60 and in the Dothan Fire Department Standard Operating Guidelines #400.10.

G. LEAVE SELECTION

SECTION 1

The Dothan Fire Department grants leave on an annual basis based on the calendar year. (Jan.1 - Dec. 31). This selection and granting of leave is initially based on rank and seniority. Once the rank and seniority selections are complete, the leave book is first-come first-served within each battalion. The shift Battalion Chief or a designate is the only member that can grant leave to shift personnel.

Seniority is first determined by rank:

1. Captain
2. Sergeant
3. Firefighter

Seniority within Captain or Sergeant is determined by:

1. Promotion Date
2. Hire date with the Dothan Fire Dept. (same promotion dates)
3. Random drawing each year (same promotion and hire dates)

Seniority within the rank of Firefighter is determined by:

1. Hire date with the Dothan Fire Department
2. Random drawing each year (same hire dates)

An employee that transfers from another City of Dothan Department accrues leave based on the City of Dothan hire date but seniority-of-selection is based on the hire date with the Dothan Fire Department.

SECTION 2

Each employee will receive a leave selection sheet. This is a written request for leave. The form offers alternates that can be used if primary choices cannot be granted. If the alternate choice cannot be granted, you will be contacted to make further selections if you have provided contact information on the selection form. Every employee is guaranteed the opportunity to select all leave from this form. Opting not to request all leave from this form and chance getting leave when the leave selection is first-come first-served eliminates the guarantee of all necessary leave being granted. The leave selection sheets will be kept on file until the applicable year has passed.

SECTION 4

Initial leave selection criteria will be as follows:

1. Vacation takes precedence over holiday selection
2. Vacation time can be taken as one continuous segment
3. Vacation time may be taken in two segments of near equal length
4. Rank and seniority selection has a first and second choice
5. Leave slots will be limited to 5 per battalion under optimum staffing conditions
6. **Leave slots** will consist of vacation, holiday and “Kelly Days”
7. A maximum of two captains per battalion can be on **leave**
8. A maximum of two sergeants per battalion can be on **leave**
9. A maximum of three paramedics per battalion can be on **leave**
10. An employee cannot be on vacation leave on a City of Dothan recognized holiday
11. An employee that has vacation the day/shift before and after a holiday will receive the holiday during the vacation picking process

SECTION 5

Holiday selection by rank and seniority follows vacation selection. An employee can select twelve (12) holidays by rank and seniority. The leave selection sheet asks how many holidays an employee would like to request by rank and seniority and prompts to list at least twice as many choices as desired. This is an effort to expedite the selection process.

However, if an employee cannot be granted the number of selections requested, the employee will be contacted for additional choices if contact information is provided on the leave selection form.

SECTION 7

Once all selections by the members have been processed, the battalion leave book will become open choice. Listed below are rules to the open choice leave book.

1. A hard copy of the Battalion leave book will be maintained at each Battalion headquarters. A server based leave book will be maintained.
2. The five-slots-per-battalion rule may be altered once rank and seniority selections are complete. If staffing is above minimum and an extra leave slot or slots can be managed, the Battalion Chief or designate may grant additional leave at shift change. The following procedure applies to additional leave.
 - A. Maintain 4 personnel on all engines and 2 members on each truck company.
 - B. Hazmat 2 is staffed with one member each
 - C. Check with opposing BC before granting leave.
3. If an employee has requested vacation or holiday leave and it was granted and all slots are filled for that duty day, the employee can not cancel the leave day unless the employee does not have leave hours for use or an excess of members are off due to sick leave, schools, etc. The canceling of the leave must have Battalion Chief approval and must be submitted in writing.

4. Any changes to the leave book will be done in a manner that will not erase or cover up any selections in a slot.
5. If personnel are to change shifts, leave selection should be surveyed.
6. Employees that request to change shifts will not be granted leave outside of the established parameters unless loss of leave time will occur.
7. It is the responsibility of the employee to be sure that they have enough leave time accrued to use on their vacation and holiday selections. If an employee takes leave and does not have the hours to support the leave, the employee shall be docked time and face disciplinary action for being AWOL (absent without leave).
8. Battalion Chiefs do not select leave with the other members due to non-compensatory time worked.
9. Members from the opposing battalion may select leave with both Battalion Chief or designates agreement the shift prior to the date selected giving members in the respective battalion ample opportunity to utilize leave.

SECTION 8

A leave selection form is attached as an addendum to this document.

(Signature on File)

Larry H. Williams, Jr.
Fire Chief
DOTHAN FIRE DEPARTMENT

Name: _____ Rank: _____ Selection Seniority: _____

Vacation hours balance _____ as of _____.

Pay Periods remaining in year (____) multiplied by ____ (accrual rate) = ____ (vacation accrual)

Vacation scheduled to be used before end of present payroll year: _____

_____ + _____ - _____ = _____
Present balance vacation accrual scheduled vacation balance at end of year

Bonus vacation hours already earned: _____

Vacation Hours selected in present Calendar year but after the end of the payroll year: _____

Minimum vacation that can be used: _____ hours or _____ shifts.

Maximum vacation that can be used: _____ hours or _____ shifts.

Vacation 1st Pick (List all Dates): _____

Vacation Alternate 1st Pick: _____

Vacation 2nd Pick: _____

Vacation Alternate 2nd Pick: _____

A Maximum of 10 Holidays may be picked by rank and seniority.

How many holidays do you want to select? _____

Please list at least twice as many choices as you want. List them in the **order of preference**, not in chronological order.

Contact # _____

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

(PRINT NAME)

(SIGNATURE)

If the number of holidays requested cannot be granted out of the number of choices denoted, you will be contacted by your Battalion Chief to assure seniority selection if you have provided contact information.

List Military Leave dates and any schools/dates that have been approved for the next calendar year. Listing Military leave here does not alter the procedure that must be followed. Notify the Personnel Department, Fire Chief's office and your Battalion Chief with a form 300.