

18 – LEAVE SCHEDULING

1. Leave Scheduling

- a. Employees covered by this Agreement will be given an opportunity annually to schedule advanced leave per Operations Bulletin #02022.
- b. Seniority shall prevail in all cases.
- c. Regular scheduling of leave will be in accordance with Operations Bulletin #02022.
- d. Operations Bulletin will be agreed upon by Union and Management.

2. Leave Limitations

a. Leave Usage Limits

The maximum number of personnel permitted to be on leave at any one time will be 15% of the total budgeted (rounded up to the nearest whole number), unfrozen positions per shift, of which no more than six (6) will be Lieutenants and no more than five (5) will be Fire Engineers. The only types of leave that are not included in the leave limits include the following:

Workers Compensation, Military Leave, Leave Without Pay for Military reasons, Bereavement Leave, Sick Leave Bank Leave, and Union Time Bank Leave. As an exception, the Fire Chief/designee may approve other leave in excess of these Leave Limits upon a member request, on a case-by-case basis. Refer to Article 10-1 in reference to Bereavement leave limitations.

- b. PTO leave shall not be earned during a leave without pay or when an employee is in a non-pay status during an entire payroll cycle. PTO leave shall continue to be accrued while an employee is utilizing Sick Leave Bank hours.
- c. Terminal Leave may be taken at the end of employment and is limited to a maximum of 10 shifts, or one calendar month (30 days). To be eligible for terminal leave, an employee must have completed 15 years of service and be in good standing.
- d. Any changes to Operations Bulletin #02022 "A Unit Leave Scheduling" must be agreed to by both the Union and Management.