

**CCEMS  
OPERATIONS POLICY 100-14  
VACATION REQUEST POLICY**

**I. PURPOSE**

- 1.1 To establish uniform and equitable criteria to approve and schedule CCEMS employees' requests for vacation, while assuring adequate personnel to meet CCEMS scheduling requirements.


**II. POLICY**

- 2.1 Employees requesting vacation for the months of January and February should submit their request during December of the previous year. These requests will be approved based on job classification and seniority.
- 2.1.1 For vacation approval purpose seniority is determined by initial continuous certification date.
- 2.2 Employees wanting to request any vacation during the months of March through December should submit their requests during the month of January each calendar year.
- 2.2.1 Requests received during the month of January will be approved based upon job classification first and then seniority.
- 2.2.2 During the first week of February, the first round of vacation requests will be reviewed in EMS Manager and the approval / denial process will begin.
- 2.2.2.1 Employees who were denied will then have one week to submit an alternate date for the vacation date that was denied.
- 2.2.2.2 Previously "denied" requests in EMS Manager will be re-evaluated if hours become available.
- 2.3 Employees will then have until the end of February to submit a second set of vacation requests.
- 2.3.1 These requests will also be approved based on job classification first and then seniority.
- 2.4 Vacation requests received after February will be approved on a first-come, first-served basis.
- 2.5 CCEMS employees requesting vacation timeless than thirty (30) days in advance must find their own replacement in order for CCEMS Administration to approve the request. Requests on a first come first serve basis that are greater than thirty (30) days notice will be approved, subject to policy and operational demands, and shift coverage will be handled by CCEMS Administration.
- 2.5.1 Paramedics requesting their own replacement can only be replaced by another Paramedic unless approval has been given by CCEMS Administration.
- 2.5.2 EMT-B and EMT-I may work for each other, but may not request a Paramedic to cover their shift without prior approval from CCEMS Administration.
- 2.6 To assure that there will be adequate personnel to meet CCEMS scheduling requirements, the number of employees approved to take vacation on a given day will be limited.
- 2.6.1 No more than one (1) paramedic can have vacation approved in the same twelve (12) hour shift.

- 2.6.2 No more than two (2) EMT-B or EMT-I employee's can have vacation approved in the same twelve (12) hour shift.
- 2.7 Once a vacation request has been approved, the "approved request" will be honored, even if the employee's schedule changes and the approved time off creates a conflict.
- 2.8 Employees are responsible to make sure they have adequate vacation hours accrued to cover the hours they are requesting off work. Employees must have 30 hours per week of worked vacation hours.

III. PROCEDURE

- 3.1 Every effort will be made to grant desired vacation time.
- 3.2 All vacation requests must be submitted by entering the request in EMS Manager.
- 3.3 Employees should submit the range of dates that they are requesting or vacation time to cover, as opposed to specific days. In the event that their schedule changes, the "pre-approved" range of dates will still be honored.
- 3.4 All vacation requests will be approved based on job classification first and then seniority. For the purposes of this SOP, EMT-B and EMT-I employee's will be combined into one group.
  - 3.4.1 No more than one (1) paramedic employee can have vacation approved in the same twelve (12) hour shift.
    - 3.4.1.1 In the event that two (2) paramedics request the same twelve (12) hour shift, only the paramedic with the highest seniority will have their request "approved", regardless of the amount of time available during the period.
  - 3.4.2 No more than two (2) EMT-B or EMT-I employee's can have vacation approved in the same twelve (12) hour shift.
    - 3.4.2.1 In the event that three (3) or more non-medics request the same twelve (12) hour shift, only the two (2) employees with the highest seniority will have their request "approved", regardless of the amount of time available during the period.
- 3.5 Vacation requests for the calendar year that are received after February will be considered on a "first-in", "first-approved" basis.

Director: 

Effective: 11/02/2009

Reviewed: \_\_\_\_\_

Revised: \_\_\_\_\_