

**BOARD OF PUBLIC WORKS AND SAFETY  
Agenda Request Form**

(Form B-01-2012)

*Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard.*

*Please make sure that your contact information is accurate in case we need to get in touch with you. The Board of Works meets on the 1st and 3rd Monday of each month at 5:15 p.m. in City Hall located at 70 E. Monroe Street.*

Date Submitted:	5/26/2015	Requested Meeting Date:	6/1/2015
		Confirmed Meeting Date:	
Received by:			
<b>Contact Information: Please provide all requested information in the fields below. (Print or Type)</b>			
On Behalf of Organization or Individual:		Fire Department	
Name:	Dan McElyea	Telephone:	(317) 736-3650
Title or Position:	Chief		
E-Mail:	dmcelyea@franklin.in.gov		
Address:	1800 Thornburg Lane		
City:	Franklin	State:	IN ZIP: 46131
<b>Who will attend the meeting and present the request?</b>			
Name:	Dan McElyea	Telephone:	(317) 736-3650
Title or Position:	Chief		
E-Mail:	dmcelyea@franklin.in.gov		
<b>Please describe the purpose or title of your presentation.</b>			
Replacement of current vacation policy to coincide with the new City vacation policy.			
<b>Supporting documents: All supporting documents should be submitted with the request form.</b>			
1. Copy of current vacation policy			
2. Copy of new vacation policy			
3.			
4.			

Questions about this application or the process described should be directed to the Clerk Treasurer's Office at 70 E. Monroe Street, Franklin Indiana 46131 or by email at [jalexander@franklin.in.gov](mailto:jalexander@franklin.in.gov) or call 317-736-3609.

**CITY OF FRANKLIN FIRE DEPARTMENT  
RULES AND REGULATIONS**

**ARTICLE: I**

**PAGES: 1 of 4**

**Vacation**

**SECTION: 7**

**DATE: April 20, 2009**

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**PURPOSE:**

The purpose of this policy is to explain the vacation and compensatory time package system within the Franklin Fire Department. Paid time off from work is considered a benefit to both the firefighters and the department, as it gives an individual a chance to rest and spend quality time with family and friends. It is the purpose of this policy to ensure the equal distribution of vacations.

**DEFINITION:**

Vacation leave is time allowed off with pay for the eligible employee based upon years of service with the Franklin Fire Department.

**VACATION SCHEDULE:**

1. Full-time Merit Shift Firefighters and Officers earn vacation days as follows:  
(24 hour work schedule firefighters, 0700 to 0700 next day)
  - 48 hours (2 working days) during the first year of employment  
(This time may be used after four months of continuous service)
  - 192 hours (8 working days) after one year of continuous service
  - 264 hours (11 working days) after six years of continuous service
  - 336 hours (14 working days) after twelve years of continuous service
  - 408 hours (17 working days) after twenty years of continuous service
  
2. Fire Department full-time merit administrative personnel earn vacation days as follows:  
(Monday thru Friday personnel, 0800 to 1600 hours, 40 hours per week)
  - 40 hours (5 working days) during the first year of employment  
(This time may be used after four months of continuous service)
  - 96 hours (12 working days) after one year of continuous service
  - 136 hours (17 working days) after six years of continuous service
  - 176 hours (22 working days) after twelve years of continuous service
  - 216 hours (27 working days) after twenty years of continuous service
  
3. Annual vacation benefits will be based on the calendar year, EXCEPT in the year in which an employee celebrates a "milestone" anniversary. Additional vacation hours/days earned for that calendar year due to a "milestone" anniversary will be earned on the anniversary date of employment.

**CITY OF FRANKLIN FIRE DEPARTMENT  
RULES AND REGULATIONS**

**ARTICLE: I**

**PAGES: 2 of 4**

**Vacation**

**SECTION: 7**

**DATE: April 20, 2009**

**PROCEDURE:**

1. Company officers will schedule vacations for their respective duty personnel. Three (3) persons off per shift will be allowed and this will include any personnel on Kelly day.
2. The highest ranking officer on each shift will oversee firefighter's vacation leave so that only three (3) firefighters are scheduled off per shift. The officer will keep accurate records on all days to be taken or scheduled by each firefighter. Each firefighter will have an individual file for vacation leave, sick time, compensatory time gained and used. The Department secretary will work with these officers to keep accurate records and up to date information. This is a checks and balance system.
3. Firefighters will request their vacation between November 1<sup>st</sup> and December 15<sup>th</sup> for the upcoming New Year. It may be changed at a later date as long as the changes do not conflict with the previously approved requests, even if higher seniority applies.
4. Any conflict of dates between firefighters at the time of request will be resolved by seniority.
5. Once a vacation is scheduled, it may be canceled, however, it must be canceled and rescheduled no later than 0900 hours of the duty day prior to the scheduled vacation. The opening of the vacation day will be announced by the officer in charge of the shift. Any firefighter that was turned down for the day earlier in the process will have first opportunity at these days.
6. The officer in charge, after approving or disapproving the request will make sure all copies of the paperwork are forwarded to the proper people.

White copy	To secretary for processing and then to be placed in yearly personnel file.
Yellow copy	Officer in charge of shift copy, for file on each firefighter.
Pink copy	To be given to the requestor.

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7. The company officer will have the responsibility to see that their firefighters receive and comply with the vacation time allotted to them for that year.
8. Vacation days not scheduled properly and not taken by firefighters within the calendar year will be forfeited and not allowed to be carried over. The only exception will be to facilitate management for the manning table toward the end of the year and only with the approval of the Chief of the Department.
9. The officer in charge will schedule the necessary fill in vacation person throughout the year and if necessary, reassign personnel to fulfill the staffing need during vacations.
10. Firefighters will apply for all vacation leave at least one shift prior to the requested day of vacation.
11. The administrative personnel will submit their requests to their immediate supervisor.
12. Any vacation request submitted outside these guidelines will have to be approved by the Chief of the Department. Special problems may exist.
13. There must be at a minimum one fire officer and one paramedic on the schedule to work for every shift when vacation time is given.
14. The officer in charge of the shift will place all Kelly Days on the vacation calendar prior to placing vacation. Kelly Days are also decided by seniority within the Fire Department, and a bid process for these days will take place prior to scheduling vacation.

**Round 1**

15. Vacation will be submitted by using the following method: The officer in charge will get a seniority list of all the members on the assigned individual shift so that an order for placing vacation can be established. The firefighter with the most seniority will go first and will be permitted to schedule three (3) weeks of vacation if the firefighter chooses to take all three (3) weeks. These weeks must be in full week increments, in which one week equals three shifts. A Kelly Day may be used in conjunction with the vacation days at the beginning, middle, or end of the week of vacation to achieve a maximum number of days off consecutively. A Kelly Day and two (2) vacation days are not considered a week of vacation. One week of vacation leave is three (3) vacation days.

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**Round 2**

17. Three (3) days of vacation scheduled in a row is the deciding factor with this system. The Kelly Day will not count as a vacation day when scheduling time off. The senior firefighter will start with the officer in charge and apply for vacation first, and will be allowed days off per the schedule listed in this policy. Three (3) days scheduled in a row will take precedence on the schedule. Kelly Days can be used in conjunction with the vacation days, but will not count as the third day. Three (3) days must be used either in a row or scheduled in front of or behind the Kelly Day. Placing any more than the three (3) days of vacation in a row does not bump a senior firefighter from his or her vacation spot. If the senior firefighter places at least three (3) days together and there is room on the calendar for the vacation spot, no other firefighter can bump him or her from that spot.
18. If a firefighter schedules individual days or two (2) days together, the firefighter does so at his or her own risk. These days carry the least amount of weight when applying for vacation. The officer in charge will wait until all weeks of vacation have been given before checking to see if the individual days can be scheduled.
19. Vacation time cannot be carried over from the prior year and must be used before the end of the calendar year. A firefighter can forfeit his or her turn in the process, but does so at his or her own risk.
20. Administrative personnel will schedule vacation with his or her immediate supervisor. Administration reserves the right to turn down a vacation request to administrative personnel if there are problems with scheduling or a low staffing level exists.

**SPECIAL PROCEDURE:**

When a firefighter normally assigned to fire suppression is temporarily assigned to limited duty, or any other assignment other than the shift duty assigned, the amount of time will be computed as a ratio between fire suppression allotment and staff allotment.

**EXAMPLE:**

The ratio will be  $\frac{3}{5}$  or .60. Therefore, a firefighter will receive 14.4 hours of vacation for every 24-hour duty day allotted. The time will be rounded to the nearest quarter hour.

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## **Vacation**

### *PURPOSE:*

The purpose of this policy is to explain the vacation and compensatory time package system within the Franklin Fire Department. Paid time off from work is considered a benefit to both the firefighters and the department, as it gives and individual a chance to rest and spend quality time with family and friends. It is the purpose of this policy to ensure the equal distribution of vacations.

### *DEFINITION:*

Vacation leave is time allowed off with pay for the eligible employee based upon years of service with the Franklin Fire Department.

### *VACATION SCHEDULE:*

1. Full-time Merit Shift Firefighters and Officers earn vacation days as follows:

(24 hour work schedule firefighters, 0700 to 0700 next day)

- 48 hours (2 working days) during the first year of employment  
(This time may be used after four months of continuous service)
- 192 hours (8 working days) after one year of continuous service
- 264 hours (11 working days) after six years of continuous service
- 336 hours (14 working days) after twelve years of continuous service
- 408 hours (17 working days) after twenty years of continuous service

2. Fire Department full-time Merit Administrative personnel earn vacation days as follows:

(Monday thru Friday personnel, 0800 to 1600 hours, 40 hours per week)

- 40 hours (5 working days) during the first year of employment  
(This time may be used after four months of continuous service)
- 96 hours (12 working days) after one year of continuous service
- 136 hours (17 working days) after six years of continuous service
- 176 hours (22 working days) after twelve years of continuous service
- 216 hours (27 working days) after twenty years of continuous service

3. Annual vacation benefits will be based on each employee's anniversary date. In a calendar year when additional days are earned, they must be used after the anniversary date.

### *PROCEDURE:*

1. Shift Commanders will schedule vacations for their respective duty personnel and keep records of the vacation requests.
2. Vacation scheduling is normally done between October and December and is for the following calendar year. It may be changed at a later date as long as the changes do not conflict with the previously approved requests, even if higher seniority applies.
3. Any conflict of dates between firefighters at the time of request will be resolved by seniority.
4. Once a vacation is scheduled, it may be canceled; however, it must be canceled and rescheduled no later than 0900 hours of the duty day prior to the scheduled vacation. The opening of the

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vacation day will be announced by the Shift Commander. Any firefighter that was turned down for the day earlier in the process will have first opportunity at these days.

5. The Shift Commander will have the responsibility to see that their firefighters receive and comply with the vacation time allotted to them for that year.
6. Any vacation days not taken by firefighters before their anniversary date will be forfeited. If a firefighter waits until the later rounds of vacation scheduling, there is no guarantee that days will be available.
7. Administrative personnel will submit their requests to their immediate supervisor.
8. Any vacation request submitted outside these guidelines will have to be approved by the Chief of the Department.
9. There must be at a minimum one fire officer and one paramedic on the schedule to work for every shift when vacation time is given.
10. The Shift Commander will place all Kelly Days on the vacation calendar prior to placing vacation. Kelly Days are decided by seniority within the Fire Department, and bid process for these days will take place prior to scheduling vacation.
11. Due to the unique nature of employees earning vacation time based on their anniversary date and the department needing to schedule vacation based on the calendar year, the following additional guidelines will be followed.
  - a. Days set to expire at an employee's anniversary date will be referred to as Carryover Days.
  - b. Days earned at an employee's anniversary date that can be used during that calendar year or the next will be referred to as Anniversary Days.
  - c. During Round 1, a firefighter can request weeks before or after their anniversary date, using Carryover Days or Anniversary Days.
  - d. During Round 2, a firefighter can request weeks before or after their anniversary date, however they must use all Carryover Days before they place anything more than their normal annual allotment of days.
  - e. During Round 3, a firefighter can request individual days before or after their anniversary date; however they must use all Carryover Days before they place anything more than their normal annual allotment of days.
    - i. Example 1: An employee is receiving 14 vacation days with an anniversary day of June 1. They have 8 Carryover Days to use by June 1. They request one week (3 days) off in May and two weeks (6 days) off for December in Round 1. In Rounds 2 and 3, they must use the additional 5 Carryover Days before they exceed 14 days total on the calendar. In Round 4, the firefighter may request to use additional Anniversary Days (up to 8) if desired and days are open on the calendar.
    - ii. Example 2: An employee is receiving 11 vacation days with an anniversary day of October 1. They have 8 Carryover Days to use by October 1. They request two weeks (6 days) off in November and one week (3 days) off in December in Round 1. This employee still has 8 Carryover Days to use. To attempt to use

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these days in Rounds 2 and 3 would mean the employee would have (6 + 3 + 8) 17 days on the calendar. That is more than this employee's 11 normal allotted days for the year. This employee would have to move some of their Round 1 days to sometime before their anniversary date. Additional days could then be placed after their anniversary date in Round 4.

- iii. Example 3: An employee is receiving 17 vacation days with an anniversary day of March 1. They have 3 Carryover Days to use by March 1. They request one week (3 days) in June and two weeks (6 days) in November in Round 1. They request one week (3 days) in February and one week (3 days) in December in Round 2. They have used all 3 Carryover Days and 12 Anniversary Days. They request 2 individual days in October in Round 3. They have 17 days on the calendar, and could not take any additional days in Round 3. In Round 4 they would have 3 Anniversary Days left to use in Round 4 or carry over to the next year.

12. Vacation scheduling will use the following method.

ROUND 1

During this round, four firefighters are allowed off per shift. The Shift Commander will use the seniority list of their shift for the scheduling order. The firefighter with the most seniority will go first and will be permitted to schedule up to three (3) weeks of vacation. These weeks must be in full week increments, in which one week equals three (3) shifts. A Kelly Day may be used in conjunction with the vacation days at the beginning, middle, or end of the week of vacation. A Kelly Day and two (2) vacation days is not considered a week of vacation. One week of vacation leave is three (3) vacation days.

ROUND 2

Three firefighters are allowed off per shift in this round. The Shift Commander will again start with the senior firefighter on his shift. The firefighter may now schedule the rest of their full weeks for the year. The same rules apply for a week being considered three vacation days, with or without a Kelly Day at the beginning, middle or end.

ROUND 3

Three firefighters are allowed off per shift in this round. The Shift Commander will again start with the senior firefighter on his shift. The firefighter may now schedule individual days.

ROUND 4

Three firefighters are allowed off per shift in this round. This is the final round for any additional requests firefighters want to make. Firefighters may request as many days as they wish, with the only limits being the days they have available and days that are open on the calendar.

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13. Occasionally, it is necessary for a firefighter to be transferred to a different shift during the year, after vacation days have already been assigned. When a firefighter is transferred by Administration to a new shift, that firefighter will be assigned vacation days based on the following.
  - a. The firefighter and Shift Commander will examine the days the firefighter had scheduled on their previous shift.
  - b. The firefighter will then be allowed to choose days off on their new shift corresponding to one shift before or after the previously scheduled days.
    - i. Example: A firefighter working C shift has vacation days scheduled for December 20, 23 and 26. The firefighter is reassigned to A shift at some point during the year. The firefighter would have the choice of taking December 21, 24 and 27 or December 18, 21 and 24 as their vacation days.
  - c. Firefighters will be allowed these vacation days on their new shift regardless of how many firefighters are already scheduled off.
  - d. Firefighters moving shifts will be assigned whatever Kelly days are available on their new shift.
14. From time to time, vacation days scheduled on the calendar may become available. This could be due to an employee leaving the department, being reassigned to a new shift or Admin, or an employee taking an extended medical leave. For whatever reason, when days are opened, the following procedure applies.
  - a. Days are not considered available until the firefighter is officially off of their shift. An anticipated transfer or move does not constitute days being available.
  - b. Any day that had four firefighters scheduled off and with the new vacancy now has three scheduled off is not available for usage.
  - c. Any day that had three firefighters scheduled off and with the new vacancy now has two scheduled off is available for usage.
  - d. Priority for firefighters wishing to use these available days will be based on seniority.
  - e. Shift Commander's will be responsible for handling requests and granting the opened vacation days.