



NORTHAMPTON COUNTY

Department of EMERGENCY MEDICAL SERVICES



STANDARD OPERATING GUIDELINES

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| TOPIC: Vacation - Annual Leave | SOG #: 2.13.3 |
| Status: ACTIVE | Written: 01/05/2012 |
| Written by: Hollye B. Carpenter | Revised: 12/31/2015 |
| Approved by: Hollye B. Carpenter | Adopted: 01/01/2013 |

PURPOSE

To establish a policy for use of Annual Leave during the calendar year

SCOPE

All full-time, hourly EMS employees

CONTENT

Weekly Vacation

- Vacation will be approved by the week (Sunday through Saturday), in a bidding process explained below.
- Vacation can be requested during a holiday week. However the employee if scheduled must work the holiday and find an appropriate replacement. The following holidays are recognized by our EMS department:
 - ✓ New Years Day
 - ✓ Lee-Jackson Day
 - ✓ Memorial Day
 - ✓ Independence Day
 - ✓ Labor Day
 - ✓ Thanksgiving Day
 - ✓ Black Friday
 - ✓ Christmas Day
- Only one EMS Administrator (Chief, Battalion Chief or QA Specialist) is allowed on vacation per week.
- Only one EMS Captain is allowed on vacation per week.
- Only one EMS Provider is allowed on vacation per week.
- Only one EMS employee per shift (A, B, or C) is allowed on vacation per week.
- An employee on probation is not allowed to schedule a vacation week during their six month probationary period.

Vacation Week Bidding

- At the first regular staff meeting of the year, weekly vacation bidding will be held.
- Weeks will be awarded one at a time, based on seniority.
 - ✓ Example: Kim will select a week, Karen will select a week, Jennifer will select a week, and on down the line. Once the last hired employee is reached, the selection will start at the top again.
- The EMS Director/Chief or designee will ensure the above criteria are met as vacation weeks are awarded.



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- An EMS employee is not required to select vacation week(s) unless in “Use or Lose” status, however to get a guaranteed week of vacation a selection must be made during this process.
- Once this process is complete, it will be at the discretion of the EMS Director/Chief to approve any additional scheduling of “Vacation Weeks” during the calendar year.
- Employees are allowed to swap weeks and each request will be considered on an individual basis by the EMS Director/Chief. These requests must be made prior to the publishing of the affected schedule.
- An employee may, at their discretion, cancel their week of vacation so long as this request is made prior to the publishing of the affected schedule. The employee may be allowed to reschedule this week during the calendar year, pending availability and approval by the EMS Director/Chief.
- An employee may request an open vacation week as long as the request is made prior to the publishing of the affected schedule, pending availability and approval by the EMS Director/Chief.

Use or Lose Status

- EMS Employees who will accrue more than a total of 288 hours of annual leave during the calendar year are considered to be in “Use or Lose” status. Vacation weeks to cover the overage are required to be selected during the bidding process. Any cancellation of the weeks selected may jeopardize the ability to use all annual leave. It is the employee’s responsibility to use annual leave as is necessary. Any hours accrued over 288 will be lost at the end of the calendar year.

Other Use of Annual Leave

- Requests for use of annual leave on a scheduled shift, for a maximum of a 24 hour shift per week, will be considered on an individual basis. These requests should be made prior to the publishing of the affected schedule.
- Shift trades will also be considered on an individual basis. The EMS Director/Chief will be responsible for approving or denying these requests after the schedule is published. The individual making the trade request shall enter it into ePro for trade approval, which should be a planned and not an emergency request. Requests are not automatically approved. They may be denied based on various reasons (i.e. too many requests, etc).
- An employee on probation is not typically allowed to schedule annual leave during the six month probationary period.

Holiday Weeks

- A full week of vacation can be taken during a holiday week. This request cannot be for the holiday itself, however holiday shifts can be “given” to another EMS employee. These requests may be made after the publishing of the affected schedule and will be considered on an individual basis by the EMS Director/Chief.