



FCM 099-2016

FIRE CHIEF MEMORANDUM

DATE: August 30, 2016

TO: All Members

THROUGH: Eric C. Tade, Chief of Department *TAB for ECT*
Todd Bower, Deputy Chief of Department *TAB*
Desmond G. Fulton, Division Chief, Administration *DGF*
James Hart, Assistant Chief, Administration *JH*

FROM: Gary R. Pierce, Captain, Administration *GRP*

SUBJECT: VACATION AND KELLY DAY SELECTION SCHEDULE FOR 2017

September 4th at Midnight

Transfers received after September 4, 2016 at midnight will not be considered for the January Requests of Transfers that will be occurring on the first “A” shift Sunday January 1, 2017.

September 5th - September 25th

Notice of Transfer webpage will be unavailable for viewing until rosters have been approved and finalized.

September 12th

Projected District rosters will be made available online for Assistant Chiefs and Shift Commanders. These projected rosters will reflect all approved convenience transfers that were submitted by midnight September 4th.

By midnight September 15th

Chiefs will submit their Kelly Day preferences. (This feature **is not** accessible outside of a City computer.)

By midnight September 18th

Kelly Day Designation preferences which have been made available from February through September 18th of this year for members to select their Kelly Day preferences (per FCM 011-2016) online at *MY DFD will lock down at midnight September 18, 2016*. Assistant Chiefs shall be responsible for **confirming** all **Kelly Day Designation** preferences are completed for each member in their District.

(This feature **is not** accessible outside of a City computer.)

By midnight September 18th (ALL RANKS)

ASL Designation preferences have been made available online from February through September 18, 2016 (per FCM 011-2016) at *MY DFD* for members to enter the number of days requested. **This will lock down at midnight on September 18, 2016.**

(This feature **is not** accessible outside of a City computer.)

By midnight September 18th (Members Retiring in 2017)

Members that are retiring will have the opportunity from February through September 18, 2016 to enter the number of vacation days they would like to waive for 2017 (per FCM 011-2016).

(This feature **is not** accessible outside of a city computer.)

September 19th – September 21st

Shift Commanders will submit proposed Annual District Reorganization requests to the **Operations Division Chief**.

September 23rd

The **Operations Division** will submit the final District Reorganization requests to the **Administration Division**.

September 27th - September 29th

Kelly Day assignments for 2017 will be entered and made available to all members.

October 3rd

Finalized rosters will be made available online for all members.

October 7th - October 21st

Vacation Leave Behind preferences will be available online at *MY DFD* for members to enter their vacation pick preferences. Note: Final Kelly Day assignments will not occur until after October 5th. **All members** must complete this computer form and Shift Commanders will verify that they have been completed. This form will be utilized if a member is unable to participate, is not on duty, and/or is not able to be reached during the vacation selection process. All efforts will be made to allow the member to fully participate in the vacation selection process so long as the vacation selection process continues without unreasonable interruption/delay or undue additional expense.

(This feature **is not** accessible outside of a City computer.)

October 10th

All members will be notified of their assigned selection date(s) to participate in the applicable **Vacation Selection Cycle(s)** that correspond to their designation preferences.

October 21st

FINAL DAY to enter **Vacation Leave Behind** preferences for all members

October 22nd - October 24th

Assistant Chiefs shall be responsible for **confirming** all **Vacation Leave Behind** preferences are completed for each member in their District.

October 25th – November 29th: VACATION SELECTION PROCESS

2017 On-line **Vacation Selection Process**: **The best effort will be made to have members pick vacation/ASL days while on duty, but if the process starts running behind members may have to pick on non duty days.** All members **will** have the opportunity to make their selections using the online **Vacation Selection Tool**. For those members who have a scheduled work shift and for whatever reason are not at work, and they do not utilize the **Vacation Selection Tool** when notified for their selections, their **Vacation Leave Behind** preferences will be utilized by the **Administration Division or Shift Commanders** to make selections. Members on wildland deployment or members that believe they might not be able to be contacted when it is their pick need to make arrangements with Administration or their Shift Commander in advance. Overtime will not be authorized for vacation selections made while off-duty.

(Selection of Vacation CAN be accessed at www.denverfireonline.com)

- **Vacation Selection Cycle 1**

Vacation Selection for entire 2017 year - All shifts and ranks

- **Vacation Selection Cycle 2**

Vacation Accumulated Sick Leave Selection - All shifts and ranks

The **Vacation Selection Process** will run continuously and the **Vacation Selection Cycle(s)** will run consecutively. As each **Vacation Selection Cycle** concludes, the next **Vacation Selection Cycle** will begin.

GP:kfc/H/FCM/2016/099-2016 Vacation and Kelly Day Selection Schedule for 2017

DISPOSITION: Read at Roll Call for three (3) consecutive shifts.

DISTRIBUTION: Suppression and Support Services (*electronic*)