



**FCM 103-2016**

**FIRE CHIEF MEMORANDUM**

**DATE:** September 2, 2016

**TO:** All Uniformed Members

**THROUGH:** Eric C. Tade, Chief of Department *ECT*  
Todd A. 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 SELECTION RULES FOR 2017**

In order to complete the 2017 vacation picks by a date to be determined, the following rules will be adhered to:

The Department continues to use several tools to assist with the Kelly Day and Vacation selection process. This web page can be accessed in several ways:

1. Use the address - <http://denverfireonline.com> (this link is available on any computer with internet access) – follow the various links regarding “VACATION PICKS” – you will arrive at the My DFD login page.
2. From Department desktops: Start Internet Explorer, click on “DFD Web Tools”, click on the flashing bar labeled “Vacation Picks” – log in.
3. On the DFD Intranet: Under “MEMBER TOOLS” click on MY DFD - click on the bar labeled “CLICK HERE TO ENTER 2017 VACATION” – log in.

As a reminder, your login for the MY DFD web page is as follows:

- Enter your F number
- Your password is the last four numbers of your social security number followed by the first letter of your last name.

If you have any issues with the login process, contact the Administration Division Monday through Friday before 1500 hours and (after hours via email):

1. Captain Pierce, 720-913-3545 or [gary.pierce@denvergov.org](mailto:gary.pierce@denvergov.org)
2. Lieutenant Nunn, 720-913-3451 or [ahmid.nunn@denvergov.org](mailto:ahmid.nunn@denvergov.org)
3. Technician Cedillo, 720-913-3481 or [luis.cedillo@denvergov.org](mailto:luis.cedillo@denvergov.org)

A schedule for vacation selection will be available on “My DFD” under “Show Picks” beginning Sunday, October 9, 2016 with assigned selection dates detailing the selection order by rank and seniority in Cycles 1 and 2. Members have four options when selecting vacations:

1. Vacation Selection Tool on “My Denver Fire Online” (preferred method): <http://denverfireonline.com>
2. Members can contact Administration via telephone and inform Administration of their desired selections. Administration will then enter the selections.
3. Vacation Leave Behind: This form will only be referred to if the member is unable to participate, is not on duty, and/or is not able to be reached during the vacation selection process. Overtime will not be authorized for vacation selections made while off-duty. All members in a 24-hour work environment are required to complete the online Vacation Leave Behind Form prior to October 22, 2016.
4. If all other procedures have failed to produce a result, Administration will make the vacation selection for the member. All attempts will be made so that the days selected for 2017 will be as close as possible to the vacation days selected for 2016.

The Assistant Chiefs and Shift Commanders will assist the Administration Division and actively manage the On-Duty shift in the vacation selection process as necessary after business hours and on weekends

- In order to ensure the daily requirements for vacation selection are met, Administration, Assistant Chiefs and Shift Commanders will actively monitor and manage the process of vacation selections. Members who are up for selection and are not logged on will be contacted by an Assistant Chief, Shift Commander, and/or Administration. Once a member has been contacted by an Assistant Chief, Shift Commander, and/or Administration, they will have 20 minutes to complete the vacation selection process for that cycle.
- If the member is **On Duty**, they shall complete the vacation selection process using one of the methods described above. Additionally, members may carry their cell phones (on silent) while on duty on their vacation selection dates for the purpose of receiving notifications. Once a member has been notified, they are instructed to log on to a Denver Fire Department computer and proceed to “My Denver Fire Online” <http://denverfireonline.com> and enter their vacation selections for 2017. The vacation selection website has been optimized for use with smart phones. Members may use their smart phones to make selections with appropriate discretion. Members having difficulty using this method shall contact an Assistant Chief, Shift Commander, or Administration immediately via the above contact methods.
- If the member is **Off Duty**, the member has the option of completing the vacation selection process using “My Denver Fire Online” <http://denverfireonline.com> or by

contacting Administration, Shift Commander, or District Chiefs by phone. If the member is unable to complete the vacation selection process, the **Vacation Leave Behind Form** will be utilized. If there is no Vacation Leave Behind Form, then Administration will complete the vacation selection for the member as described above.

- If the member is engaged in Department activities where internet access cannot be maintained, the 20-minute time frame will be suspended. Once the member returns to a facility where internet access can be maintained, the 20-minute time frame will be reinstated. This will be managed by Administration, Shift Commanders, and/or District Chiefs.
- The hours for vacation selection will be managed by Administration, Shift Commanders, or District Chiefs.
- While at the fire house, members will monitor the vacation pick process and be ready to pick when it is their turn.

### **Vacation Rules for Operations**

1. The total of allotted vacation days will be calculated by Administration after the ASL designations have been determined. Adjustment will also be made based on the number of days that members retiring in 2017 waive.
  - The total number of members allowed off on vacation per day will include all members of the Bargaining Unit.
2. A maximum of three officers may be off per day per district. If the total number reaches three, then one of the three must include an Assistant Chief. The rank of Lieutenant, Captain, and Assistant Chief is used to define "Officer" for this rule.
3. Every District will have one (1) member on vacation each day. The remainder of vacation openings available each day will be picked based strictly on seniority.
4. Two (2) members from each rig will have the opportunity to have the same vacation day. The **ONLY** combinations of personnel allowed to fulfill this are:
  - One (1) Firefighter will have the opportunity to have the same vacation day as the Officer.
  - One (1) Firefighter will have the opportunity to have the same vacation day as the Engineer.
  - A Firefighter and another Firefighter on the same rig and shift **can** have the same vacation day, but no more than two on the same rig and shift.
  - An Officer and an Engineer on the same rig and shift can have the same vacation day.

### **Vacation Rules for DIA**

1. The total of allotted vacation days will be calculated by Administration after the ASL designation has been determined. Adjustment will also be made based on the number of days that members retiring in 2017 waive.
  - The total number of members allowed off on vacation per day will include all members of the bargaining unit including the Assistant Chief rank.
2. Two officers may be off per day. The rank of Lieutenant, Captain, and Assistant Chief is used to define officer for this rule.
3. Two (2) members from each rig and shift will have the opportunity to have the same vacation day.
  - An Engineer will have the opportunity to have the same vacation day as the Officer.
  - A Firefighter will have the opportunity to have the same vacation day as the Officer.
  - A Firefighter will have the opportunity to have the same vacation day as an Engineer.
  - A Firefighter will have the opportunity to have the same vacation day as a Firefighter.

### **THERE WILL BE NO MORE THAN TWO (2) MEMBERS OFF ON THE SAME VACATION DAY FROM THE SAME RIG AND SHIFT.**

4. Engineers assigned to Denver International Airport (DIA) ARFF apparatus shall not select vacation period which is the same as other Engineers assigned to the same company on the same platoon.

### **Vacation Rules for Dispatch**

1. The total of allotted vacation days will be calculated by Administration after the ASL designation has been determined. Adjustment will also be made based on the number of days that members retiring in 2017 waive.
2. No more than one (1) member may be off on vacation per day.

GP:kfc/H/FCM/2016/103-2016 Vacation Selection Rules for 2017

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

DISTRIBUTION: Suppression and Support Services (*electronic*)