



**FCM 143-2016**

**FIRE CHIEF MEMORANDUM**

**DATE:** December 7, 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 PICKS AFTER TRANSFERS IN 2017**

In an effort to streamline vacation days that members will receive after transfers in 2017, a pool process will be utilized.

Any days that a member has not used before their transfer date will go back in the vacation pick pool as a day that will be made available on or after the transfer date. All members who are transferring on a predetermined day will be put in order of rank and seniority and allowed to pick the days that have been placed back in the pool of days available. The most senior member in the highest grade or rank shall have the opportunity to select his/her vacation first.

Because this is a time-sensitive process, members will be given a deadline to complete their picks, which will allow the process to move in an expedient manner. If a member does not complete their picks when it is their turn, in the allowed amount of time (30 minutes), an effort will be made to contact them to get their picks completed. If no contact is made, the Administration Division will attempt to allocate days that are as close to their original vacation days as possible.

Please contact Administration with any questions or concerns.

GRP:kfc/H/FCM/2016/143-2016 Vacation Picks after Transfers in 2017

**DISPOSITION:** Read at Roll Call for three (3) consecutive shifts.  
**DISTRIBUTION:** Suppression and Support Services (*electronic*)