Montgomery County Fire and Rescue Service

DIVISION OF OPERATIONS DIRECTIVE

NUMBER: 11-14

September 26, 2011

TO: All Operations Division Personnel

FROM: Division Chief Steve Lohr

SUBJECT: **Vacation Leave Picks for CY2012**

It is time to submit your CY2012 annual vacation leave. Personnel may select dates for their CY2012 vacations picks for the periods beginning January 1, 2012, and ending January 5, 2013. The selection process will follow the schedule below:

October 17	First round picks begin.
October 24	First round closes; picks must be submitted by 1700 hours.
October 27	First round picks and remaining days posted.
October 29	Second round picks begin.
November 5	Second round closes; picks must be submitted by 1700 hours
November 8	Second round picks and remaining days posted.
November 10	Third round picks begin.
November 17	Third round closes; picks must be submitted by 1700 hours.
November 20	Third round picks and remaining days posted.
November 22	Fourth round picks begin.
November 29	Fourth round closes; picks must submitted by 1700 hours
December 3	Final vacation schedule posted.

The first round picks ***must be for a two-week period***, and ***must be Sunday through Saturday only***. Any combination of leave and Kelly days will be accepted. The ***two weeks do not need to be consecutive***. However, ***any variation from the Sunday to Saturday*** selection procedure will cause the selection to be *rejected* and not considered.

The second, third, and fourth round picks are for ***any three days maximum*** in each round. The ***three days selected do not have to be consecutive, nor do they need to be aligned Sunday through Saturday***. Personnel who have completed ***three years or more*** of service by December 31, 2011, are eligible for ***third round*** picks; those who have completed ***15 years or more*** of service are ***eligible for fourth round*** picks.

To complete the leave pick submission forms, go to http://leavepicks.mcfrs.org. Immediately after submitting your leave section, you will see an on-line receipt acknowledging acceptance of your selection. Print the screen, and retain this receipt as proof that the selection was made. You also will receive an e-mail confirmation via your County e-mail account.

If an on-line receipt fails to appear and you do not receive the confirmation email, attempt to make your selection again. If the initial selection was not received, the new selection will be accepted, and a receipt will be generated. If the initial submission ***was*** received, the new pick will be rejected and a message will be displayed listing the initial selections made.

Personnel must make their leave picks based on their anticipated station assignment as of October 9, 2011. Personnel who were transferred at the September 21, 2011 transfer meeting must choose vacation picks based on their new assignment.

If you have any questions about this procedure, please contact your Battalion Chief.