

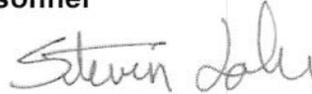
Montgomery County Fire and Rescue Service
DIVISION OF OPERATIONS DIRECTIVE

NUMBER: 12-02

November 20, 2012

TO: All Operations Division Personnel

FROM: Division Chief Steve Lohr



SUBJECT: Vacation Leave Picks for CY2013

It is time to submit your CY2013 annual vacation leave. Personnel may select dates for their CY2013 vacation picks for the periods beginning January 13, 2013, and ending January 11, 2014. The selection process will follow the schedule below:

November 27	First round picks begin.
December 4	First round closes; picks must be submitted by 1700 hours.
December 7	First round picks and remaining days posted.
December 11	Second round picks begin.
December 18	Second round closes; picks must be submitted by 1700 hours.
December 21	Second round picks and remaining days posted.
December 25	Third round picks begin.
January 1	Third round closes; picks must be submitted by 1700 hours.
January 4	Third round picks and remaining days posted.
January 8	Fourth round picks begin.
January 15	Fourth round closes; picks must be submitted by 1700 hours.
January 18	Final vacation schedule posted.

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 through Saturday selection procedure* will cause the selection to be *rejected* and not considered.

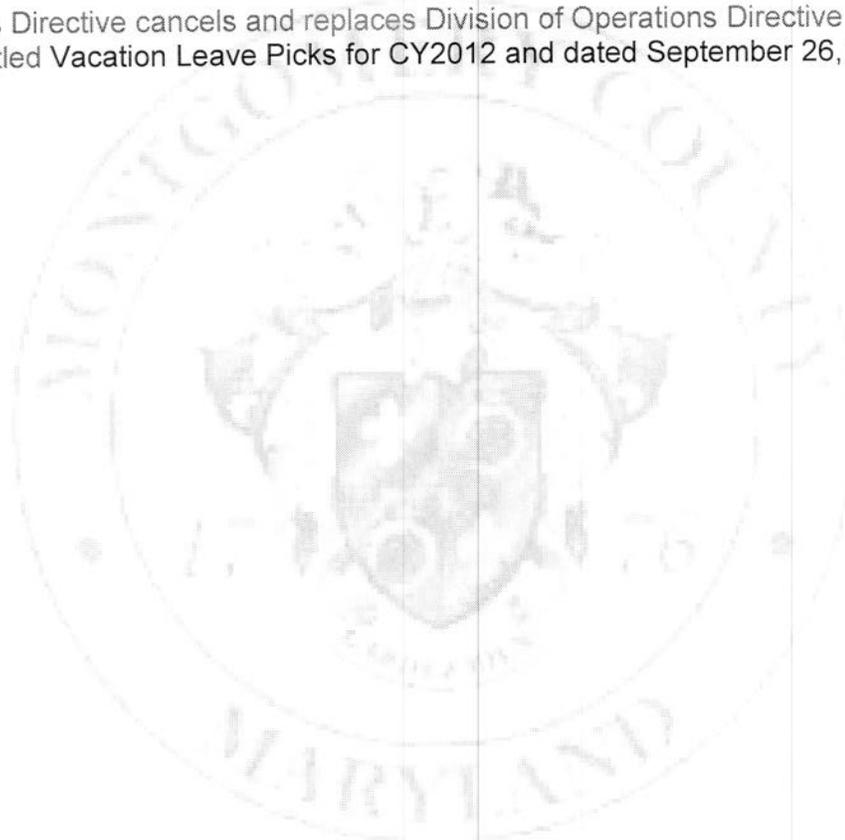
Second, third, and fourth round picks are for **any three days maximum** in each round. The **three days selected do not have to be consecutive, nor do they need to be aligned Sunday through Saturday**.

Personnel who have completed **three years or more** of service by December 30, 2012, 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 selection, 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 current station assignment. Personnel who were transferred at the November 20, 2012 transfer meeting must choose vacation picks based on their new assignment. If you have any questions about this procedure, please contact your Battalion Chief.

This Directive cancels and replaces Division of Operations Directive 11-14, entitled Vacation Leave Picks for CY2012 and dated September 26, 2011.



Issued:	Revised:	Rescinded:
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