

# Montgomery County Fire and Rescue Service

## FIRE CHIEF'S GENERAL ORDER

Rescinded on 7/22/2015      NUMBER: 08-18

December 10, 2008

**TO:** All MCFRS Personnel

**FROM:** Interim Fire Chief Richie Bowers 

**SUBJECT:** Vacation Leave Picks for CY2009

It is time to submit your CY2009 annual vacation leave. Personnel may select dates for their CY2009 vacations picks for the period beginning January 23, 2009, and ending January 3, 2010. Casual Leave requests must be submitted to Scheduling via Telestaff for leave requests for any date between January 4, 2009 and January 22, 2009. The selection process will follow the schedule below:

December 13	First round picks begin.
December 20	First round closes; picks must be submitted by 1700 hours.
December 21	First round picks and remaining days posted.
December 24	Second round picks begin.
December 31	Second round closes; picks must be submitted by 1700 hours.
January 1	Second round picks and remaining days posted.
January 4	Third round picks begin.
January 11	Third round closes; picks must be submitted by 1700 hours.
January 12	Third round picks and remaining days posted.
January 15	Fourth round picks begin.
January 22	Fourth round closes; picks must submitted by 1700 hours.
January 23	Final vacation schedule posted.

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

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 or more years of service by December 31, 2008, 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 e-mail, 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 leave picks based on their station assignment anticipated as of November 30, 2008. Personnel who were transferred at the November 18, 2008 transfer meeting must choose vacation picks based on their new assignment.**

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

