

# Montgomery County Fire and Rescue Service

## FIRE CHIEF'S GENERAL ORDER

NUMBER: 07-25

REVISED

November 26, 2007

TO: All MCFRS Personnel

FROM: Fire Chief Thomas W. Carr, Jr. 

SUBJECT: Vacation Leave Picks for CY2008

It is time to submit your CY2008 annual vacation leave. Personnel may select dates for their CY2008 vacations picks for the periods beginning January 6, 2008, and ending January 3, 2009. The selection process will follow the schedule below:

December 2	First round picks begin.
December 8	First round closes; picks must be submitted by 1700 hours.
December 11	First round picks and remaining days posted.
December 16	Second round picks begin.
December 22	Second round closes; picks must be submitted by 1700 hours.
December 25	Second round picks and remaining days posted.
December 30	Third round picks begin.
January 5	Third round closes; picks must be submitted by 1700 hours.
January 8	Third round picks and remaining days posted.
January 13	Fourth round picks begin.
January 19	Fourth round closes; picks must submitted by 1700 hours.
January 22	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. 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 or more years of service by December 31, 2007, 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.mcfrrs.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 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 their leave picks based on their station assignment anticipated as of October 31, 2007. Personnel who were transferred at the October 15, 2007 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.



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