

Montgomery County Fire and Rescue Service

DIVISION OF OPERATIONS DIRECTIVE

NUMBER: 13-03

October 7, 2013

TO: All Operations Division Personnel

FROM: Division Chief Scott Goldstein



SUBJECT: Vacation Leave Picks for CY2014

It is time to submit for your CY2014 annual vacation leave. Personnel may select dates for their CY2014 vacation picks for the periods beginning January 12, 2014, and ending January 10, 2015. 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 31	Second round picks begin.
November 7	Second round closes; picks must be submitted by 1700 hours.
November 10	Second round picks and remaining days posted.
November 14	Third round picks begin.
November 21	Third round closes; picks must be submitted by 1700 hours.
November 24	Third round picks and remaining days posted.
November 28	Fourth round picks begin.
December 5	Fourth round closes; picks must be submitted by 1700 hours.
December 9	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***.

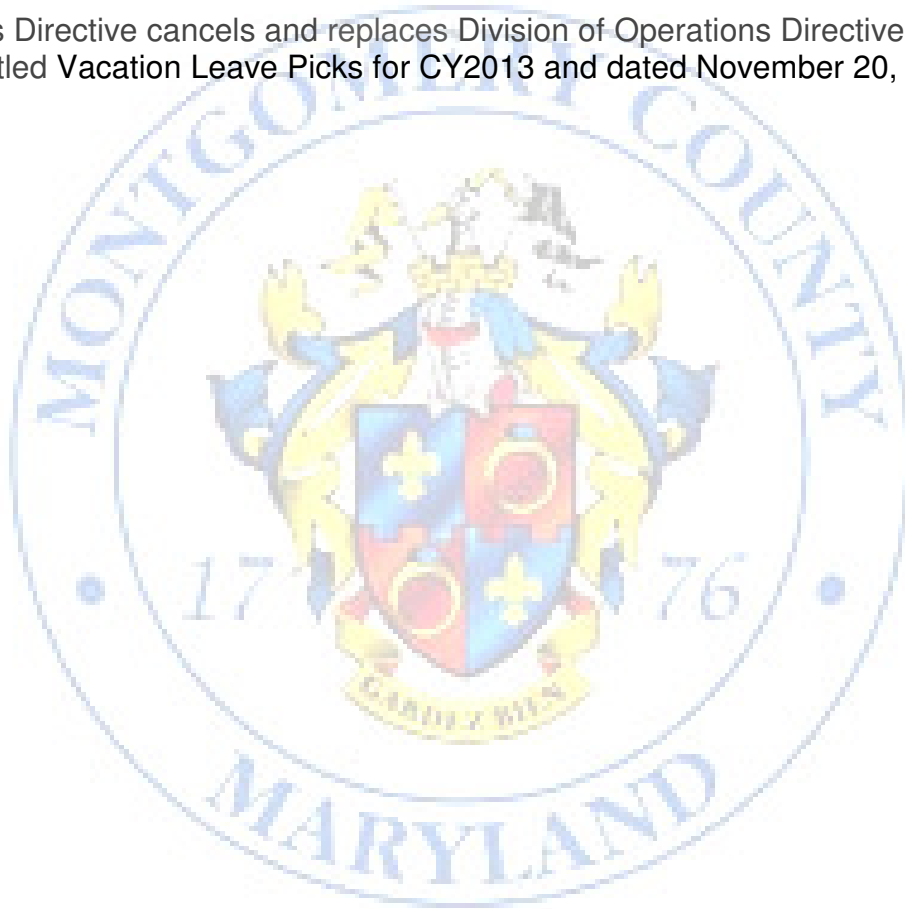
Personnel who have completed ***three years or more*** of service by December 30, 2013, are eligible for ***third round*** picks; those who have completed ***15 years or more*** of service are ***eligible for fourth round*** picks.

To complete the leave pick submission forms, access via the link on the Quicklinks home page, www.mcfrcs.org/quicklinks.

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 your only proof that the selection was made. If an on-line receipt fails to appear, 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 September, 2013 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 12-02, entitled Vacation Leave Picks for CY2013 and dated November 20, 2012.



Issued: 10/07/2013	Revised:	Rescinded:
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