

# Montgomery County Fire and Rescue Service Directive Division of Operations

Directive: 16-01

August 10, 2016

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TO: All MCFRS Personnel  
FROM: Division Chief Steve Jones   
SUBJECT: Kelly Day and Vacation Selection Processes

**This Directive replaces and rescinds:**

**Division of Operations Directive 15-01, entitled *Kelly Day Selection for CY2016*, and dated September 9, 2015.**

**Division of Operations Directive 15-02, entitled *Vacation Leave Picks for CY2016*, and dated October 7, 2015.**

The Kelly Day selection process for field operations personnel will be managed by the Division of Operations, Operations Executive Assistant Chief (Ops Exec AC). The Ops Exec AC will send an email to #FRS.DFRS in years that Kelly Days are being selected (typically in September) announcing the process. The email will include submission instructions, when the selection process opens, when the process closes and when the selection results will be posted.

In years held, the Kelly Day selection process will always occur prior to the annual vacation leave selection process. Field Operations personnel must make requests based upon their anticipated shift and station assignment as of the September transfer meeting.

Immediately after submission of the request, a receipt will display acknowledging acceptance of selection, this receipt should be retained as proof that the selection was made. Personnel will be able to modify or change selections up until the closing date.

### **Kelly Day Administration Criteria**

1. Kelly Days will be assigned based on service needs, rank, seniority, and specialty skills.
2. Personnel transferred into vacant positions will be assigned the Kelly Day for that position.
3. Personnel will retain the Kelly Day assigned to them unless they are transferred.

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4. Only personnel assigned to permanent positions will pick Kelly Days. Personnel who are in overage positions will be assigned Kelly Days when they are placed in permanent positions which will already have a Kelly Day assigned to them.
5. IAFF Local 1664 representatives are invited to observe the selection process.
6. Personnel will be evenly distributed by rank, seniority, service need, and specialty skills.
7. In single officer stations, the officer and the Master Firefighter will not be assigned the same Kelly Day.
8. When more than one officer and more than one Master Firefighter are assigned to the same shift at the same station, not more than one officer and one Master Firefighter can be assigned the same Kelly Day.
9. Paramedics assigned to medic positions must be evenly distributed across each day of the week, and, if assigned to the same station, they will not be permitted to have the same Kelly Day
10. All station personnel will be placed in seniority order, as defined in the most recent agreement between IAFF Local 1664 and Montgomery County Government.

**Vacation Leave Pick Process**

Field Operations personnel may submit vacation leave picks on an annual basis. The process is also managed by Ops Exec AC. The Ops Exec AC will send an email to #FRS.DFRS annually, typically in October, which will lay out the submission process and time frames.

The email will include submission instructions, the date range that picks can be submitted for, when each round opens, when each round closes, submission deadlines for each round and when the final vacation schedule will be posted.

There are four rounds to the process:

First round picks must be for two one-week periods; both 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 deviation 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 a maximum of three individual calendar days each round. The three days selected do not have to be consecutive, nor do they need to be aligned Sunday through Saturday.

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Personnel who have completed three or more years of service by December 31<sup>st</sup> of the year in which picks are being requested are eligible for third round picks; those who have completed 15 years or more of service are eligible for fourth round picks.

Immediately after submission of the request, a receipt will display acknowledging acceptance of selection, this receipt should be retained as proof that the selection was made.

Personnel must make their leave picks based on their current station assignment. Personnel who were transferred at the September transfer meeting must make selections based on their new assignment.

To help facilitate leave picks, normal business practice for transfers during October, November, and December will be suspended. The only transfers that will be made in October, November, and December are:

- Those resulting from competitive promotions and vacancies created by those promotions.
- Placement of newly certified paramedics.
- Placement of personnel from overage positions (and voluntary transfer requests that supersede those placements).

Voluntary transfer and trade requests will not be considered or honored in October, November, or December if they don't meet any of these exceptions.

Questions should be referred to the Operations Executive Assistant Chief.