

Montgomery County Fire and Rescue Service

DIVISION OF OPERATIONS DIRECTIVE

NUMBER: 15-02

October 7, 2015

TO: All Operations Division Personnel

FROM: Division Chief Stephen Jones



SUBJECT: Vacation Leave Picks for CY2016

It is time to submit for your CY2016 annual vacation leave. Personnel may select dates for their CY2016 vacation picks for the periods beginning January 10, 2016, and ending January 7, 2017. The selection process will follow the schedule below:

October 16	First round picks begin.
October 23	First round closes; picks must be submitted by 1700 hours.
October 26	First round picks and remaining days posted.
October 30	Second round picks begin.
November 6	Second round closes; picks must be submitted by 1700 hours.
November 9	Second round picks and remaining days posted.
November 13	Third round picks begin.
November 20	Third round closes; picks must be submitted by 1700 hours.
November 23	Third round picks and remaining days posted.
November 27	Fourth round picks begin.
December 4	Fourth round closes; picks must be submitted by 1700 hours
December 7	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 31, 2015, 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, <http://www.mcfrsit.com/leavepicks>.

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, 2015 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 14-02, entitled Vacation Leave Picks for CY2015 and dated October 9, 2014.



Issued:	Revised:	Rescinded:
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