

Montgomery County Fire and Rescue Service

DIVISION OF OPERATIONS DIRECTIVE

NUMBER: 09-07

September 23, 2009

TO: All Operations Division Personnel
FROM: Division Chief Steve Lohr
SUBJECT: Vacation Leave Picks for CY2010

It is time to submit your CY2010 annual vacation leave picks. Select your dates for CY2010 vacation picks for the period beginning January 1, 2010 and ending January 3, 2011. The selection process will follow the schedule below.

October 11	First round picks begin.
October 18	First round closes; picks must be submitted by 1700 hours.
October 19	First round picks and remaining days are posted.
October 22	Second round picks begin.
October 29	Second round closes; picks must be submitted by 1700 hours.
October 30	Second round picks and remaining days are posted.
November 2	Third round picks begin.
November 9	Third round closes; picks must be submitted by 1700 hours.
November 10	Third round picks and remaining days are posted.
November 13	Fourth round picks begin.
November 20	Fourth round closes; picks must be submitted by 1700 hours.
November 23	Final vacation schedule is 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, 2009, 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 second pick will be rejected and a message will be displayed listing the initial selections made.

Make your leave picks based on your anticipated station assignment as of October 1, 2009. If you were transferred at the September 15, 2009 transfer meeting, choose your vacation picks based on your new assignment.

Please contact your Battalion Chief with any questions about this procedure.