



General Order

Department of Fire & EMS

G.O. 12-03-2024

To: All DFEMS Employees

From: Deputy Chief Paul Supko/PJS

Date: 12/3/2024

RE: 2025 Vacation Selection (Policy 2.09)

On Thursday, December 5th, the department will begin leave block scheduling for the 2025 calendar year. Leave block scheduling is a benefit to the employee, which allows the member to schedule two to four shifts off in a row. Now is the time to determine which consecutive shifts off you would want to request for leave block scheduling. Planning which days you would like to request now, will help speed up the leave scheduling process. This is the department's first attempt at providing this benefit to the employee, and we ask that members be patient and open-minded to the process. All efforts have been made to ensure fairness and transparency.

The leave block scheduling process is only for consecutive shifts off. It does not affect the normal request for single shifts off or adding in consecutive shifts later in the year, as long as the leave cap (maximum number of personnel allowed off) is not exceeded.

Leave block scheduling will occur with two rounds of leave block selection opportunities. Each round allows the employee to select two to four shifts off in a row. Employees are not required to participate in leave block scheduling, nor do they have to participate in both rounds.

Leave picks will be based on the seniority of your DFEMS hire date for each position. Members in the same leave group and tied for seniority have been randomized using an online randomizer tool. This process was conducted on November 25th at the Westminster Fire Station with crew members present as witnesses. Members tied for seniority will be randomized for each round of leave block scheduling. The leave will be entered into a spreadsheet by the Lieutenant responsible for your leave group and then entered into VTI between 30-60 days before the leave occurs.

All members can view the leave spreadsheet to assist with determining available shifts. The link is provided in the attached "Future Leave Balance" pdf. Members may utilize PL, AL, and CL leave for leave block scheduling. The Future Leave Balance spreadsheet will help you to determine your available leave balances. Members will not be able to schedule days off where the projected leave is not expected to be earned by the dates selected. When an employee has scheduled time off and doesn't have leave accrued within 30 days of the leave date, the leave block day will not be approved.

The maximum number of employees allowed off for each shift is:

- One Lieutenant
- Two Paramedics or Paramedic/Fire Fighters
- Four Fire Fighter/EMT and FADO
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Station Lieutenants will be responsible for scheduling block leave for 2025 for their shift.

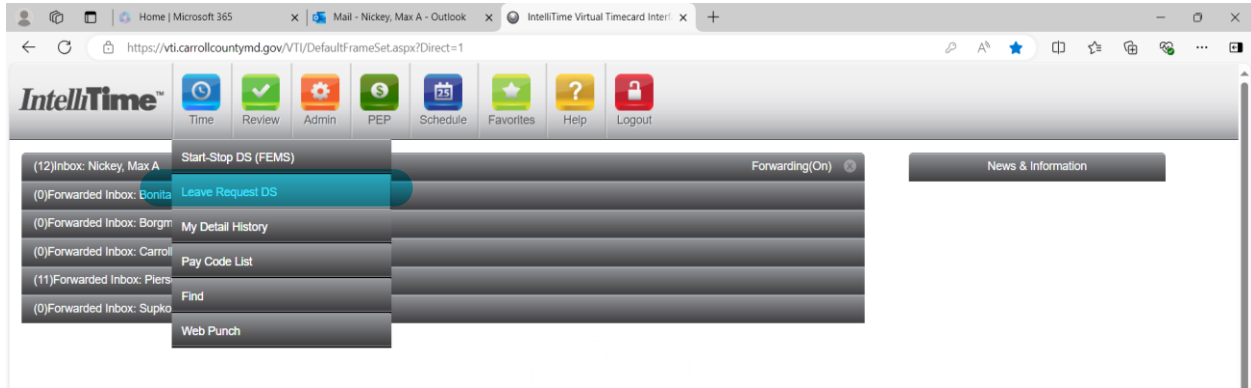
- Mt Airy Lieutenants will schedule Lieutenant leave
- Westminster Lieutenants will schedule Paramedic and PM/FF leave
- Sykesville Lieutenants will schedule FADO and FF/EMT leave

Station Lieutenants will begin making phone calls to each employee starting December 5th, and continue until the two rounds of leave scheduling have been completed. Each employee will have one hour to respond by phone or text before the scheduler moves on to the next employee on the list. Employees currently on Light Duty and FMLA will schedule leave per their shift work assignment.

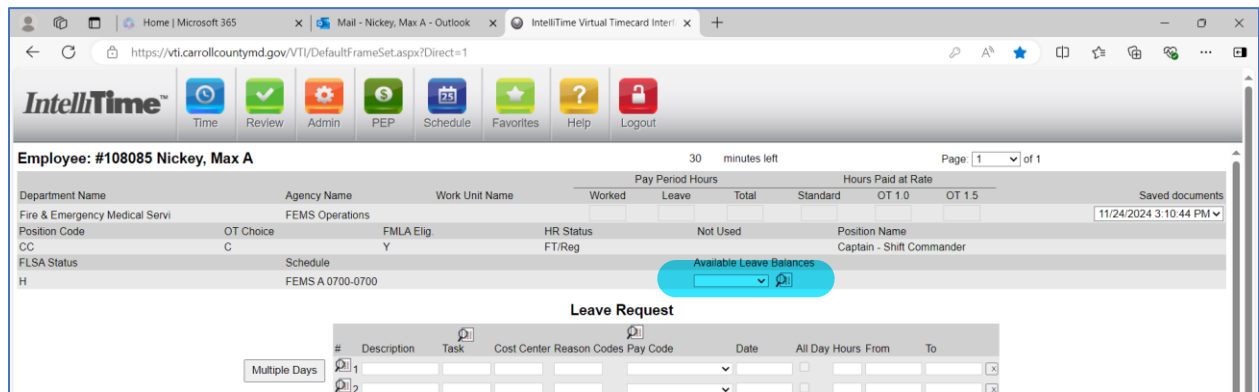
Please forward any questions via the chain of command to Captain Nickey.

How to find projected leave hours

STEP 1: Under time, select Leave Request DS



STEP 2: Click on the magnifying glass under Available Leave Balance



STEP 3: Click on "Show Future" to see future leave

