

# The Woodlands Fire Department Operational Guidelines

## A-10 – TRADE TIME / OFF TIME PROCEDURES

### 1.0 OBJECTIVE

1.1 To ensure that personnel trading time off have a complete understanding of guidelines concerning this procedure

1.2 To effectively manage off-time (Vacation/Holidays) for Shift Personnel

1.3 To ensure that all shift personnel are allotted accrued off-time according to rank and/or time in grade

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### 2.0 TRADE TIME

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The Battalion Chief or acting Battalion Chief will be responsible for ensuring that minimum staffing levels are met at all times.

2.1 The Battalion Chief, Captain, or Acting Battalion Chief may approve the request.

2.2 All trade times will be submitted a minimum of 24 hours in advance of the trade. The Employee seeking a trade will contact the Battalion Chief / Acting Battalion Chief and Captain of both affected shifts, and will copy the other party to the trade and any Company Officers whose crews are affected by the trade. This communication will take place via department email.

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2.3 All information concerning the trade time will be contained on the email to include the date of the trade, times, and who will be working for you, including Employee badge numbers. The Battalion Chief, Captain, or Acting Battalion Chief will send a reply on the original request to all addressees (Reply to All) advising rejection or approval of the trade. Should initiator not receive a response as to the status of the trade, it will be considered not approved.

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2.4 All emails will originate with the person initiating the trade request.

2.5 Trades will not be approved if they create an unreasonable additional cost to the Company. Employees may trade any days within the same pay week. If not in the same pay week, Employees may not trade into a long week, or out of a short week.

**Deleted:** The person submitting the trade will **request a read receipt** on the original E-Mail from the Battalion Chief, Captain, or Acting Battalion Chief and print that copy for his/her records. It is the responsibility of the person initiating the trade that these steps are followed properly to maintain the manning for his/her position.

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2.6 Responsibility for coverage rests with the Employee securing the trade for his shift. The Employee should review the shift calendar and roster prior to the trade day to see that the trade is listed.

2.7 One-way trades may only be approved when the Employee requesting the trade is trading out of a long week, or as authorized under OG A-01 Overtime.

### 3.0 OFF TIME SELECTION

3.1 Vacation – Vacation will be selected according to seniority, with the most senior Employee on shift having first pick. In the event two or more employees have the same hire date, birthdates will be reviewed and the elder Employee will be considered to have the higher seniority.

3.2 Holidays - Holidays will be selected according to rank, with the Employee having the highest time in grade on shift having first pick. In the event two or more Employees have the same time in grade, hire dates will be reviewed and the Employee with the earliest hire date will be considered to have the most time in grade. In the event two or more Employees have the same time in grade and the same hire dates, birthdays will be reviewed and the elder Employee will be considered to have the most time in grade.

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