



# Howard County Department of Fire and Rescue Services

## **SPECIAL ORDER**

### **SPECIAL ORDER 2019.05**

### **Seniority Annual Leave Requests (Labor)**

#### **EMERGENCY SERVICES BUREAU**

**Issue Date:** January 18, 2019  
**Expiration Date:** February 29, 2019  
**Applicability:** All uniformed personnel covered by the Memorandum of Agreement Between Howard County, Maryland and the International Association of Firefighters, Howard County Local 2000, Effective July 1, 2017 – July 1, 2019.

#### **OVERVIEW**

This Special Order will serve to establish procedures for the submission and processing of Seniority Leave requests. The Department of Fire and Rescue Services (Department) personnel may submit Seniority Leave requests for the period of March 01, 2019 through February 29, 2020.

#### **DEFINITIONS**

➤ None

#### **TOPIC DETAILS**

##### **SUBMISSION OF REQUESTS FOR SENIORITY ANNUAL LEAVE BY STAFF PERSONNEL:**

Requests for leave must be submitted to the Assistant Chief in the respective Bureau by 1000 hours, February 05, 2019.

- Staff personnel will submit a request in TeleStaff on their personal calendar using the code **STAFF ANNUAL LEAVE**.
- Any notation of inclusive dates will be indicated in the notes section of the TeleStaff request.
- All staff members will continue to use the codes *Staff Annual Leave* and *Staff Personal Leave* to indicate leave requests on their calendars if utilizing TeleStaff for leave after the Annual Leave picks.

##### **APPROVAL OF SENIORITY ANNUAL LEAVE FOR STAFF PERSONNEL:**

Assignment of leave slots shall be done on a seniority basis within the assigned Bureau each year. The date that shall be used to secure leave via a seniority-based leave selection process offered by the Department shall be as follows:



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- 23 • For employees hired prior to July 01, 2013, the date used to determine leave seniority shall  
24 be either:
- 25 ○ The Date of Hire (DOH) for a position with Howard County Government where that  
26 employment was full-time and continuous.
  - 27 ○ The date resulting from the assessment of total creditable time of service with the  
28 Department.
- 29
- 30 • For employees hired on or after July 01, 2013, the date used to determine leave seniority  
31 shall be the date of hire by the Department. Employees with prior service in the classified  
32 service of Howard County as defined by section 1.100(b) of the Howard County Code shall  
33 be given one additional day of seniority credit.
- 34

### 35 **SUBMISSION OF REQUESTS FOR SENIORITY ANNUAL LEAVE BY FIELD PERSONNEL:**

36 When submitting for annual leave, personnel shall complete the following:

- 37 • **The Auction Leave selection in TeleStaff and the current HCDFRS Leave excel spreadsheet**  
38 **for securing Kelly Days.**
  - 39 ○ The Auction Leave selection in TeleStaff is considered the **official record for any**  
40 **leave requested**. Any leave submitted outside of the auction will be removed and  
41 will not count toward seniority leave.
  - 42 ○ Effective March 01, 2016, the Department's Leave/Overtime Request form will no  
43 longer be accepted for any leave requests.
  - 44 ○ Effective March 01, 2016, leave cancelations will be submitted solely in TeleStaff by  
45 submitting a **Leave Cancellation Request** in TeleStaff.
  - 46 ○ Personnel will no longer submit for leave in TeleStaff on their assigned Kelly Day.
  - 47 ○ In the case that a Kelly Day needs to be secured, Kelly Day Leave requests will be  
48 recorded on the Department's Leave excel spreadsheet only.
- 49
- 50 • **Complete the Auction section within TeleStaff by indicating which shifts are requested off**  
51 **starting at 1000 hours on January 22, 2019.**
  - 52 ○ Submit for any day that is requested off.
  - 53 ○ If a person wishes to take a partial for a particular day, they will submit for all 24  
54 hours in TeleStaff and then submit a leave cancellation request for the portion that  
55 they do not want; this shall be completed once all leave is processed and open to  
56 everyone.
  - 57 ○ Instructions will be posted on the Sizeup ESB web page.
- 58
- 59 • **Complete the Excel spreadsheet for Kelly Days only. No full shifts should be entered into**  
60 **the spreadsheet.**
  - 61 ○ Each member shall fill out the excel leave form in an electronic format.
  - 62 ○ All blocks on each line are required to be completed, i.e. last name, first name, etc.



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- 63 ○ All requests shall conform to the current recognized field staffing leave blocks:  
64 0700-1100, 1100-1500, 1500-1900, 1900-2300, and 2300-0700.
- 65 ○ Once completed, the excel form will be sent electronically to the member's  
66 company officer.
- 67 ○ Company officers will compile the excel sheets for their personnel. It is necessary to  
68 compile all members into one spreadsheet for the shift/company. The excel sheets  
69 will be sent to the respective Battalion Chief electronically by 1600 hours on  
70 February 08, 2019.
- 71 ○ Incomplete or erroneously filled out excel spreadsheets will not be able to be used  
72 as a means of determining the exact hours/dates requested.
- 73
- 74 ● The submission deadline for Seniority Leave requests is **1000 hours, February 05, 2019.**
  - 75 ○ The TeleStaff auction will open at 1000 hours on January 22, 2019 and close at 1000  
76 hours on February 05, 2019.
  - 77 ○ Officers are required to submit their completed companies leave excel spreadsheet  
78 to their shift Battalion Chief by 1600 hours on February 08, 2019.
  - 79 ○ If leave is not submitted during the TeleStaff Auction, members will have to wait to  
80 submit until after the auction has been processed.

### **APPROVAL OF SENIORITY ANNUAL LEAVE FOR FIELD PERSONNEL:**

83 Assignment of leave slots shall be done on a seniority basis within the assigned shift each year.

- 84 ● The date that shall be used to secure leave via a seniority-based leave selection process  
85 offered by the Department shall be as follows:
  - 86 ○ For employees hired prior to July 01, 2013, the date used to determine leave  
87 seniority shall be either:
    - 88 ■ The date of hire for a position with Howard County Government where that  
89 employment was full-time and continuous.
    - 90 ■ The date resulting from the assessment of total creditable time of service  
91 with the Department.
  - 92
  - 93 ○ For employees hired on or after July 01, 2013, the date used to determine leave  
94 seniority shall be the date of hire by the Department. Employees with prior service  
95 in the classified service of Howard County as defined by section 1.100(b) of the  
96 Howard County Code shall be given one additional day of seniority credit.
  - 97
  - 98 ● The TeleStaff program will perform a randomization to determine selection order for  
99 employees with the same date of hire.
  - 100 ● Although not required, Local 2000 representation during the assignment process is strongly  
101 encouraged by management.



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- 102 • When leave slots for a particular shift day have been filled, personnel will be placed on the  
103 wait list in seniority order.  
104 • Notification regarding the status of the Seniority Leave requests will be made to all field  
105 personnel in a timely manner; this will be displayed on your personal calendar in TeleStaff.  
106

107 Shift Battalion Chiefs will compile all company excel leave sheets and electronically submit one  
108 completed annual leave request to cover Kelly Days per battalion in excel format only to Battalion  
109 Chief William Robinson [FD1547@howardcountymd.gov](mailto:FD1547@howardcountymd.gov) by 1000 hours, February 15, 2019.  
110

111 Shift Battalion Chiefs will maintain printed copies of all excel spreadsheet leave requests for their  
112 respective Battalion/Shift.  
113

114 Personnel can expect leave to be on their calendar by mid-February if not before. As leave is  
115 processed we will notify everyone through County email which months are open for regular  
116 submissions.

### 117 FORMS/ATTACHMENTS/REFERENCES

118 Approved:

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