



Howard County Department of Fire and Rescue Services **SPECIAL ORDER**

SPECIAL ORDER 2019.06

Annual Seniority Leave Requests (Management)

EMERGENCY SERVICES BUREAU

Issue Date: December 18, 2019

Expiration Date: January 31, 2019

Applicability: All career uniformed Captain and Battalion Chief Management officers assigned to Emergency Services Bureau (ESB) field operations.

OVERVIEW

This Special Order will serve to establish guidelines for allocating leave positions and procedures for the submission and processing of Annual Seniority Leave requests for management officers assigned to field operations at the rank of Captain and/or Battalion Chief. Department of Fire and Rescue Services (Department) management officers assigned to ESB field operations may submit Annual Seniority Leave requests for the period of March 01, 2019 through February 29, 2020.

DEFINITIONS

➤ None

TOPIC DETAILS

ALLOCATION OF FIELD OPERATIONS MANAGEMENT LEAVE POSITIONS:

Allocated leave positions for field management officers shall be calculated in a manner that allows at least 20% of the management personnel assigned to the shift to be approved for annual and/or personal leave for any given time period. For time periods when the calculation for management leave slots per number of assigned management personnel drops below 20%, an additional leave slot shall be added.

- One leave slot for shifts or time periods with 1 to 5 assigned management personnel;
- Two leave slots for shifts or time periods with 6 to 10 assigned management personnel;
- Three leave slots for shifts or time periods with 11 to 15 assigned management personnel; etc.

The following shall also apply to management leave positions:

- One leave position will be reserved solely for the rank of Captain.
- Should no captain submit for leave, the allocated position shall remain unfilled.



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25 **APPROVAL OF ANNUAL SENIORITY LEAVE FOR FIELD MANAGEMENT OFFICERS:**

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

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29 For employees promoted to the rank of Captain prior to January 01, 2017, the Date of Hire (DOH)
30 will be used to determine seniority as follows:

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

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42 For employees promoted to the rank of Captain on or after January 01, 2017, the Date of
43 Promotion to Captain (DOP-C) will be used to determine seniority as follows:

- 44 • Management officer seniority shall be determined using the Date of Promotion to Captain
45 (DOP-C), as opposed to Date of Hire (DOH) in the Department.
- 46 • DOP-C will be verified by the Administrative Services Bureau (ASB), and agreed upon by the
47 Howard County Professional Fire Officers Association (HCPFOA).

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49 Randomization will be used to determine the selection order for employees with the same DOH. A
50 new randomization will be conducted for each block or day of requested leave.

- 51 • For employees with the same DOP-C date, DOH shall be used as the first level of tiebreaker.
52 After the DOH tiebreaker, the randomization process will be conducted (as stated above).
- 53 • Although not required, HCPFOA representation during the assignment process is strongly
54 encouraged by management.
- 55 • When leave slots for a particular block or shift day have been filled, management officers
56 will be placed on the wait list in DOH or DOP-C seniority order.

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58 Notification regarding the status of the Seniority Annual Leave requests will be made to all field
59 management officers in a timely manner; this will be displayed on your personal calendar in
60 Telestaff.

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SUBMISSION OF REQUESTS FOR SENIORITY ANNUAL LEAVE BY STAFF MANAGEMENT OFFICERS:

- Effective March 01, 2016, the Department's Leave/Overtime Request form is not accepted for any leave requests.
- Staff Management Officers shall submit their leave in TeleStaff on their personal calendar by submitting Staff Annual Leave or Staff Personal Leave.
- Leave may be requested March 01, 2019 through February 29, 2020.
- Bureau Chiefs will be responsible for managing their Bureau's leave in TeleStaff.
- Bureau Chiefs will be responsible for updating the BaseCamp Calendar for their Staff Battalion Chiefs and up.

SUBMISSION OF REQUESTS FOR SENIORITY ANNUAL LEAVE BY FIELD MANAGEMENT OFFICERS:

When submitting for annual leave, management officers shall keep the following in mind:

- Effective March 01, 2016, the Department's Leave/Overtime Request form is not accepted for any leave requests.
- Effective March 01, 2016, leave cancelations must be submitted solely in TeleStaff by submitting a **Leave Cancellation Request** in TeleStaff.
- In the case that a Kelly Day needs to be secured, Kelly Day Leave requests will be recorded on the Department's Leave excel spreadsheet only.

Leave requests will be processed in a "Round Robin" format for four-block periods;

- Submit for one five-consecutive shift block.
- Submit for one three-consecutive shift block.
- Submit for one two-consecutive shift block.
- Submit for one two-consecutive shift block.
 - Each of the above selections will be a separate process, with each starting after the conclusion of the previous selections.
 - These selections will be requested as full 24 hour shifts. Management officers shall be allowed to cancel partial or complete blocks of leave.
 - The manager may select his/her block in any order desired (ie: 2, 5, 2, 3 or 2, 2, 3, 5)
- After the consecutive shift blocks have been requested, management officers will be allowed to select additional shifts of leave, which will be approved in order of the individual's seniority date, through the TeleStaff auction process.

Complete the Department's Leave excel spreadsheet for partials or Kelly Days only. No full shifts should be entered into the spreadsheet.

- Each management officer shall fill out the Department's Leave excel spreadsheet in an electronic format.
- All blocks on each line are required to be completed, i.e. last name, first name, etc.



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- 103 • All requests shall conform to the current recognized field staffing leave blocks: 0700-1100,
104 1100-1500, 1500-1900, 1900-2300, and 2300-0700.
105 • Once completed, the excel form shall be sent electronically to the ESB Suppression
106 Executive Battalion Chief.
107 • Incomplete or erroneously filled out Department Leave excel spreadsheets will not be used
108 as a means of determining the exact hours/dates requested.
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110 Field management personnel will report to the PSTC, Classroom TBD, for the round robin leave
111 selection process on the following dates/time;

- 112 • **A Shift Management Personnel: Tuesday, January 22, 2019 at 0800 hours.**
113 • **B Shift Management Personnel: Wednesday, January 23, 2019 at 0800 hours.**
114 • **C Shift Management Personnel: Thursday, January 24, 2019 at 0800 hours.**
- 115 ○ **The Float Battalion Chief will attend all three days.**
 - 116 ○ **EMS BC3 will attend all three days (on duty).**
 - 117 ○ Overtime is not authorized for participation in this process.
 - 118 ○ Leave requests will be processed and entered on site by ESB staff personnel.
- 119
- 120 • Management officers are required to submit their completed Department Leave excel
121 spreadsheets to the ESB Suppression Executive Battalion Chief by 1600 hours on January
122 25, 2019.
 - 123 • If leave is not submitted during the round robin or TeleStaff auction processes,
124 management officers will be required to wait to submit requests until after the auction has
125 been processed.
126

127 Shift Battalion Chiefs shall compile all Management Department Leave excel spreadsheets and
128 electronically submit one completed annual leave request per battalion in excel format only to
129 Executive Battalion Chief William Robinson at FD1547@howardcountymd.gov by 1000 hours,
130 January 28, 2019.

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132 Shift Battalion Chiefs will maintain printed copies of all Department Leave excel spreadsheet leave
133 requests for their respective Battalion/Shift. Officers can expect their leave on the calendar by
134 mid-February.
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FORMS/ATTACHMENTS/REFERENCES

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Approved:

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Christine Uhlhorn, Fire Chief
Office of the Fire Chief

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Author:

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Antonio Concha, Assistant Chief
Emergency Services Bureau