

2013 HOLIDAY BOOKING PROCEDURE
ALL SHIFTS TO BOOK AS FOLLOWS

1. The maximum number of officers and qualified firefighters off at any one time is ten.
2. When a combination of 2 B.C.'s and or Act/B.C.'s booked off at the same time, the remaining B.C. and or Act/B.C. may not book vacations, or stats on those dates. NOTE**** The third acting BC is not restricted by the clause above.
3. All stats and vacations must be booked. Stats will be booked prior to vacations.
4. Prime time is approximately ten sets of four days in summer.
5. Prime time is only applied to the first round with a maximum of two sets selected in prime time.
6. One set must be booked prior to April 1st (Set numbers 1 to 11) and may be Stats or Vacation.
7. If any member is absent from the meeting, their stats and vacations will be booked for them by another member.
8. **Once you have completed booking your Vacations and Stats, they may not be cancelled and rebooked at a different date except for the following reasons. Illness, injury or training during a period where you have Vacations or Stats booked or if the Fire Chief has a need to cancel your Vacations or Stats due to operational needs. If Holidays have been cancelled due to illness or injury you may be required to complete the missed or scheduled holidays while on alternate duties.**
9. Any member in their final mandatory year of service may book all of their vacations and stats in the first round.
10. Responsibility for the holidays being booked according to rules lies with the member individually, (i.e. if the Chiefs Office turns down a certain booking because it does not comply with the rules, the members may be stuck with whatever is open).
11. In the event the B/C's office is unable to be filled due to illness, and a combination of 2 B.C.'s and A/B.C.'s are booked off at the same time, one of the booked off officers (B.C. or A/B.C.) will be required to cancel their holidays to fill the office of B.C. If neither the B.C. or A/B.C. can cancel their holidays due to extenuating circumstances (example; will be out of town or have plans which cannot be cancelled) an inter-shift transfer may occur.
12. Firefighters at one piece halls will be restricted to **two** firefighters off at the same time. Firefighters at two piece halls will be restricted to **three** firefighters off at the

same time. Confirmed officers are excluded from the calculations in this rule.

13. If a member wishes to facilitate a holiday exchange with another member on the same shift after completion of booking, it must follow all holiday booking rules in regards to number of members permitted off at the halls affected and within the officer limit of 10 per set. All shift trade rules must be followed when exchanging holidays. Form 26A must be completed as outlined in OG 5.01.16.01.
14. The maximum allowed off are: with exception of training sets

Month	#	Month	#
Jan	14	July	15
Feb	14	Aug	15
Mar	15	Sept	15
Apr	15	Oct	15
May	15	Nov	15
June	15	Dec	15

***"A" Shift: summer prime time is the 10 sets starting June 20 and ending August 31 (first day of the set)

***"B" Shift: summer prime time starts June 22 and runs 10 sets to September 2 (first day of the last set)

***"C" Shift: summer prime time starts June 24 and runs 10 sets to September 4 (first day of the last set).

***"D" Shift: summer prime time starts June 18 and runs 10 sets to August 29 (first day of the last set).

Order of picking with entitlement

**1st ROUND – members who start their 21st plus years of service = 3 sets
2nd – 20th years of service = 2 sets**

**2nd ROUND – members who start their 11th plus years of service = 3 sets
2nd – 10th years of service = 2 sets**

**3rd ROUND – members who start their 15th plus years of service = 3 sets
5th – 14th years of service = 2 sets
2nd – 4th years of service = 1 set**

4th ROUND – All members will book a single statutory holiday day.

All shifts will follow all guidelines to maintain consistency and equality with no exceptions.

DATES TO REMEMBER

STATUTORY HOLIDAYS

NEW YEARS	January 1
FAMILY DAY	February 11
GOOD FRIDAY	March 29
EASTER MONDAY	April 1
VICTORIA DAY	May 20
CANADA DAY	July 1
B.C. DAY	August 5
LABOUR DAY	September 2
THANKSGIVING DAY	October 14
REMEMBRANCE DAY	November 11
CHRISTMAS DAY	December 25
BOXING DAY	December 26

SCHOOL BREAKS

SPRING	March 16 – April 1
SUMMER	June 28 – September 3
CHRISTMAS	December 21 – January 7