

HOLIDAY PICKS 2022

IMPORTANT

As the City is allowing the use of the CTF for holiday picks, members are reminded that **alcohol is not permitted** on the City of Surrey Fire Department premises.

This is outlined in OG 5.06.06:

Alcohol consumption on any property or in any building under the control of the Surrey Fire Service is prohibited under any circumstances.

Thank you for your cooperation!

2022 HOLIDAY BOOKING PROCEDURE **ALL SHIFTS TO BOOK AS FOLLOWS**

1. The maximum number of officers and qualified fire fighters off at any one time is ten (10).
2. When a combination of 2 BC's and or Acting BC's are booked off at the same time, the remaining BC and or Acting BC 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 10 sets from late June to early September. A maximum of two sets can be selected in prime time, in the first round.
5. Prime time is only applied to the first round.
6. One set must be booked prior to April 1st (Set numbers 1 to 11)
7. If any member is absent from the meeting, their stats and vacations will be booked for them.
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. Holidays which may be prorated due to extended illness will be deducted from vacation and stat time remaining in calendar year or they may reduce the following year's entitlement.
9. Any member in their final mandatory year of service may book all of their vacations and stats in the first round following the rules regarding booking in prime time.
10. Responsibility for the holidays being booked according to rules lies with the member individually, (i.e. if the chief's 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 BC's office is unable to be filled due to illness, and a combination of 2 BC's and Acting BC's are booked off at the same time, one of the booked off officers (BC or Acting BC) will be required to cancel their holidays to fill the office of BC. If neither the BC or Acting BC 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. Fire fighters stationed at single staffed apparatus halls will be restricted to **two** fire fighters off at the same time. Fire fighters stationed at multiple staffed apparatus halls will be restricted to **three** fire fighters 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 varies by each set, with training set exceptions. General limits are:

Month	#	Month	#	Month	#
Jan	15	May	14	Sept	16
Feb	14	June	17	Oct	16
Mar	15	July	17	Nov	15
Apr	14	Aug	17	Dec	16