

2024 HOLIDAY BOOKING PROCEDURES

1. All statutory holidays and vacations must be booked. Statutory holidays will be booked prior to vacations.
2. Prime time is approximately ten sets of four days in summer.
3. Prime time is only applied to the first round with a maximum of two sets selected in prime time.
4. One set must be booked with the first day starting prior to April 1, and may be statutory holidays or vacation.
5. If any employee is absent from the holiday booking meeting, their statutory holidays and vacations will be booked for them.
6. Any employee in their final mandatory year of service may book all of their vacations and statutory holidays in the first round.
7. Responsibility for the holidays being booked according to rules lies with the employee. If a vacation or stat selection does not comply with the rules, the time off will be booked into an available slot.
8. The maximum number of officers and qualified firefighters off at any one time is ten (10).
9. Firefighters at single apparatus halls will be restricted to **two** firefighters off at the same time. Firefighters at multi-apparatus halls will be restricted to **three** firefighters off at the same time. Confirmed officers are excluded from the calculations in this rule.
10. When a combination of **two (2)** BCs, PCs and qualified PCs are booked off at the same time, **no additional employees in the BC/PC group** may book vacations or statutory holidays on those dates. The BC/PC group is comprised of the BC, PC and three senior qualified PCs.
11. In the event that the BC or PC positions are unable to be filled due to absences and a combination of three BC, PC or qualified PCs are booked off at the same time, one or more of the employees in the BC/PC group will be required to cancel their holidays to fill the vacant positions. If none of the employees in the BC/PC group are able to cancel their holidays due to extenuating circumstances (out of town or plans that cannot be cancelled) an inter-shift transfer may occur.
12. Vacations and statutory holidays may not be cancelled or rebooked to a different date without permission from an exempt chief. Vacations and statutory holidays may be cancelled if an employee is incapacitated due to illness or injury. Vacations or statutory holidays may be cancelled by the Fire Chief due to operational needs.

Prime Time

- A** Shift summer prime time is ten sets June 18 to August 29 (first day of the set)
- B** Shift summer prime time is ten sets June 20 to August 31 (first day of the set)
- C** Shift summer prime time is ten sets June 22 to September 2 (first day of the set).
- D** Shift summer prime time is ten sets June 24 to September 4 (first day of the set).

Order of Picking with Entitlement

1st Round – employees starting	20 plus years of service	3 sets
	2 – 19 years of service	2 sets
2nd Round – employees starting	10 plus years of service	3 sets
	2 – 9 years of service	2 sets
3rd Round – employees starting	26+ years of service	4 sets
	15 – 25 years of service	3 sets
	6 – 14 years of service	2 sets
	2 – 5 years of service	1 set

All shifts will follow all guidelines to maintain consistency and equity.

Statutory Holidays

New Years	January 1
Family Day	February 19
Good Friday	March 29
Victoria Day	May 20
Canada Day	July 1
B.C. Day	August 5
Labour Day	September 2
Truth and Reconciliation Day	September 30
Thanksgiving Day	October 14
Remembrance Day	November 11
Christmas Day	December 25
Boxing Day	December 26

School Breaks

Spring	March 18 – March 29
Summer	June 27 – September 3
Christmas	December 23 – January 4