

**RESOLUTION 23-261**

**A RESOLUTION TO MODIFY 5.02.03 - VACATION LEAVE POLICY AS IT RELATES TO UNIFORMED FIRE PERSONNEL ON 28 DAY SHIFTS**

**WHEREAS**, the City of Spring Hill recognizes the importance of maintaining up-to-date and comprehensive personnel policies to guide our organization's human resources practices; and

**WHEREAS**, the City modified Ordinance 11-02 to adopt the Employee Handbook by Resolution; and

**WHEREAS**, future amendments or revisions to the personnel policies shall be considered for adoption by Resolution; and

**WHEREAS**, Personnel Policy 5.02.03 - Vacation Leave Policy as it Relates to Uniformed Fire Personnel on 28 Day Shifts was initially established to provide equitable vacation benefits for fire protection employees; and

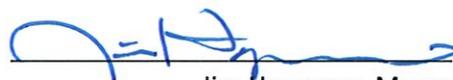
**WHEREAS**, the City Fire Department has moved from a 24hours on/48hours off schedule to a 48hours on/96 hours off; and

**WHEREAS**, the fire department schedule of leave was not previously corrected to show actual shifts off as opposed to weeks; and

**WHEREAS**, it is in the best interest of the City of Spring Hill to modify and clarify the policy outlining the amount of vacation leave fire fighters accrue, and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, that Personnel Policy 5.02.03 Unformed Fire Personnel is hereby modified as the official policy of the City of Spring Hill.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee on the 18th day of December 2023.

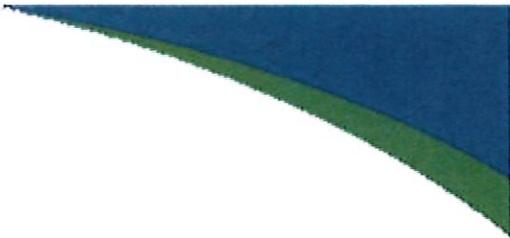
  
Jim Hagaman, Mayor

ATTEST:

  
April Goad, City Recorder

LEGAL FORM APPROVED:

  
Patrick Carter, City Attorney



**MEMORANDUM**

TO: Board Of Mayor And Aldermen  
FROM: Richard L. Stokes, HR Director, City of Spring Hill  
RE: Memo Regarding Personnel Policy 5.02.03 – Uniform Fire Personnel  
DATE: 12/11/2023

Personnel Policy 5.02.03 is being amended to clarify the policy as it relates to fire personnel. The first paragraph is being deleted as it is a repeated statement for all regular full-time employees. Fire Administration employees working 40-hour shifts are covered under the general policy.

A new paragraph is being added to specifically address the accrual and assessment of time for firefighters on 24-hour shifts. The new paragraph provides:

At the end of an employee’s first year of full-time, regular employment, the employee has earned and is entitled to use 120 hours of vacation, which is equivalent to five (5) 24-hour shifts. However, with successful completion of the probationary period, the employee may access the time accrued. The same rate of accrual and actual accessibility of vacation leave will continue for years 2 and 3, respectfully. Upon completion of the employee’s 4<sup>th</sup> year of employment, they will begin to accrue vacation at the rate of 16 hours per month, which is equivalent to eight (8) 24-hour shifts, which may be accessed upon reaching their 5<sup>th</sup> Anniversary. This same rate of accrual and actual accessibility of vacation leave will continue until the employee reaches his or her 9<sup>th</sup> Anniversary date. Upon completion of the employee’s 9<sup>th</sup> year of employment, they will begin to accrue twenty (20) hours of vacation per month, or ten (10) 24-hour shifts. This rate of accrual and entitlement shall continue for the duration of the employee’s regular, full-time service to the City of Spring Hill.

Additionally, the policy is being revised to clarify the number of hours/shifts firefighters can earn.

Leave Accrual Anniversary	Vacation time earned and accessible
0 – 4 <sup>th</sup> leave accrual anniversary	120 hours – <i>Five (5) 24-hour shifts</i> (Accrued at a rate of 10hrs. per month)
5 <sup>th</sup> - 9 <sup>th</sup> leave accrual anniversary	192 hours - <i>Eight (8) 24-hour shifts</i> (Accrued at a rate of 16 hrs. per month)
10 <sup>th</sup> + leave accrual anniversary	240 hours – <i>Ten (10) 24-hour shifts</i> (Accrued at a rate of 20 hrs. per month)



**5.02.03 Uniformed Fire Personnel on 28 Day Cycle**

Regular full-time employees will earn two (2) weeks of vacation per year, accruing 6.667 hours of vacation leave for each month of service. This same rate of accrual of vacation leave will continue for years 2, 3, and 4 respectively. Upon completion of employee's 4<sup>th</sup> year of employment until the completion of the employee's 9<sup>th</sup> year of service, they will accrue 3 weeks of vacation (at a rate of 10 hours per month). This same rate of accrual of vacation leave will continue until the employee completes his or her 9<sup>th</sup> year of service. Upon completion of the employee's 9<sup>th</sup> year of employment, he or she will begin to accrue four (4) weeks of leave (13.334 hours of vacation per month). This rate of accrual and entitlement shall continue for the duration of employee's regular, full-time service to the City of Spring Hill.

**Uniformed Fire Personnel on 28 Day Cycle**

Leave Accrual Anniversary	Vacation time earned and accessible
0 – 4 <sup>th</sup> leave accrual anniversary	80 hours (Accrued at a rate of 6.667 hrs. per month)
5 <sup>th</sup> - 9 <sup>th</sup> leave accrual anniversary	120 hours (Accrued at a rate of 10 hrs. per month)
10 <sup>th</sup> + leave accrual anniversary	160 hours (Accrued at a rate of 13.334 hrs. per month)

The rate of vacation leave accrual, earned, and accessed for City Department Heads may be varied by the City Administrator as part of an initial offer of employment. The total number of hours awarded, however, may not exceed the maximum allowable of 4 weeks for 40 hours, per week employees, or 240 hours for uniformed fire personnel on a 28-day cycle.

Employees should submit their requests for vacation leave to their department head at least two weeks prior to taking leave. Every effort will be made to grant the vacation time desired as long as operational requirements can be met despite the employee's absence. For 40-hour employees, vacation leave must be taken at a minimum of ¼ hour (15 minute) increments. Uniformed Police and Fire Personnel on a 14 or 28-day cycle, must take vacation leave in 30-minute increments.

The maximum number of vacation hours which may be carried over each anniversary date is 160 hours. The maximum carry-over for police personnel is 172 hours. The maximum carry-over for fire personnel is 240 hours. Employees will be paid for any unused vacation leave upon termination of employment.

**5.02.03 Uniformed Fire Personnel on 28-Day Cycle**

At the end of an employee's first year of full-time, regular employment, the employee has earned and is entitled to use 120 hours of vacation, which is equivalent to five (5) 24 hour shifts. However, with successful completion of the probationary period, the employee may access the time accrued. The same rate of accrual and actual accessibility of vacation leave will continue for years 2 and 3, respectively. Upon completion of employee's 4<sup>th</sup> year of employment, they will begin to accrue vacation at the rate of 16 hours per month, which is equivalent to eight (8) 24-hour shifts, which may be accessed upon reaching their 5<sup>th</sup> Anniversary. This same rate of accrual and actual accessibility of vacation leave will continue until the employee reaches his or her 9<sup>th</sup> Anniversary date. Upon completion of the employee's 9<sup>th</sup> year of employment, they will begin to accrue twenty (20) hours of vacation per month, or ten (10) 24-hour shifts. This rate of accrual and entitlement shall continue for the duration of the employee's regular, full time service to the City of Spring Hill. ~~Regular full-time employees will earn two (2) weeks of vacation per year, accruing 6.667 hours of vacation leave for each month of service. This same rate of accrual of vacation leave will continue for years 2, 3, and 4 respectively. Upon completion of employee's 4<sup>th</sup> year of employment until the completion of the employee's 9<sup>th</sup> year of service, they will accrue 3 weeks of vacation (at a rate of 10 hours per month). This same rate of accrual of vacation leave will continue until the employee completes his or her 9<sup>th</sup> year of service. Upon completion of the employee's 9<sup>th</sup> year of employment, he or she will begin to accrue four (4) weeks of leave (13.334 hours of vacation per month). This rate of accrual and entitlement shall continue for the duration of employee's regular, full time service to the City of Spring Hill.~~

**Uniformed Fire Personnel on 28-Day Cycle**

Leave Accrual Anniversary	Vacation time earned and accessible
1 <sup>st</sup> – 4 <sup>th</sup> leave accrual anniversary	<del>120</del> hours – <u>Five (5) 24 hour shifts</u> (Accrued at a rate of <del>10</del> 6.667 hrs. per month)
5 <sup>th</sup> - 9 <sup>th</sup> leave accrual anniversary	<del>192</del> 120 hours - <u>Eight (8) 24 hour shifts</u> (Accrued at a rate of <del>16</del> 0 hrs. per month)
10 <sup>th</sup> + leave accrual anniversary	<del>240</del> 160 hours – <u>Ten (10) 24 hour shifts</u> (Accrued at a rate of <del>20</del> 13.334 hrs. per month)

The rate of vacation leave accrual, earned, and accessed for City Department Heads may be varied by the City Administrator as part of an initial offer of employment. The total number of hours awarded, however, may not exceed the maximum allowable of 4 weeks for 40 hours, per week employees, or 240 hours for uniformed fire personnel, on a 28-day cycle.

Employees should submit their requests for vacation leave to their department head at least two weeks prior to taking leave. Every effort will be made to grant the vacation time desired as long as operational

**5.02.01 Uniformed Fire Personnel**

At the end of an employee’s first year of full-time, regular employment, the employee has earned and is entitled to use 120 hours of vacation, which is equivalent to five (5) 24-hour shifts. However, with successful completion of the probationary period, the employee may access the time accrued. The same rate of accrual and actual accessibility of vacation leave will continue for years 2 and 3, respectfully. Upon completion of employee’s 4<sup>th</sup> year of employment, they will begin to accrue vacation at the rate of 16 hours per month, which is equivalent to eight (8) 24-hour shifts, which may be accessed upon reaching their 5<sup>th</sup> Anniversary. This same rate of accrual and actual accessibility of vacation leave will continue until the employee reaches his or her 9<sup>th</sup> Anniversary date. Upon completion of the employee’s 9<sup>th</sup> year of employment, they will begin to accrue twenty (20) hours of vacation per month, or ten (10) 24-hour shifts. This rate of accrual and entitlement shall continue for the duration of the employee’s regular, full-time service to the City of Spring Hill.

**Uniformed Fire Personnel**

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The maximum number of vacation hours which may be carried over each anniversary date is 160 hours. The maximum carry-over for police personnel is 129 hours. The maximum carry-over for fire personnel is 192 hours. Employees will be paid for any unused vacation leave upon termination of employment. <sup>1</sup>

### 5.02.01 Uniformed Fire Personnel

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#### Uniformed Fire Personnel

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