



General Order

Department of Fire & EMS

G.O. 10-6-25

Subject: 2026 Leave Selection

Date: October 22, 2025

Authority: Deputy Chief Paul Supko/*PJS*

Annual vacation selection for 2026 will begin in November. Members will follow the updated guidelines in policy 2.09. All employees will have the opportunity to select two leave blocks. Employees may schedule a maximum of eight shifts. Employees will be able to select 2-4 consecutive shifts during the first round and their remaining consecutive shifts in round two. The order of leave picks will be based on the seniority of your hire date. A randomized seniority list will be established for members who are in the same leave group and share the same hire date.

Leave picks will be entered into a leave tracking calendar on SharePoint, then VTI by your supervisor. The seniority list will be accessible to all employees on SharePoint.

The maximum number of employees allowed off for each shift is:

- One Station Lieutenant and One ALS Lieutenant
- Two Fire Fighter/Paramedics or Paramedics
- Four Fire Fighter/EMT and FADO

Please submit your request by November 5th, 2025 at 1700 hrs.

If you have any questions or concerns, please contact your Shift Commander. Please use the link or QR code below to fill out the form.

[2026 Vacation Selection Form](#)

