



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

24-163

November 19, 2024

TO: All Personnel

FROM: Staffing Office

SUBJECT: Vacation Draw

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Vacation Draw for 2024 will be conducted on the following dates at Station 126:

2 Dec 2024 for A platoon.	Captains:	0800
4 Dec 2024 for B platoon.	Paramedics:	0930
6 Dec 2024 for C platoon.	Engineers:	1130
	Firefighters:	1300

Please read the following information carefully to understand changes from previous years.

The first three rounds will be for holiday leave, and each employee is required to select at least six days during these rounds. Holiday days are considered permanent and cannot be changed or substituted with vacation leave. Once chosen, holiday leave cannot be bought back or traded for vacation, so please select these days carefully as they should be considered permanent.

After the 3 rounds of holiday draw, there will be a brief break before we move into the vacation leave draw, which consists of six additional rounds. Participation in the vacation rounds is optional if you only want to take the six holiday days.

Beginning this year, Telestaff uses live accruals; meaning you can only select days that have already been earned or are set to accrue. If your vacation bank is empty, you will not be able to select days beyond what is earned in 2025. For example, if you are a 5-year employee earning six vacation days in 2025 but currently have zero hours in your bank, you will only be able to select these six days as they accrue, not all at once early in the year. For questions on this policy, please contact your Battalion Chief.

Each employee will need to bring a device (preferably more than just a smartphone) to the draw to log into Telestaff and make selections. The shared spreadsheet will be displayed on-screen, but each individual will make their own picks. If you are unable to attend, a staffing captain will select your days, and your proxy does not need to log into Telestaff on your behalf.

There will be additional instructions provided at vacation draw. Please reach out to the Staffing Office if you have any questions or need clarification on any part of the process. Thank you for your attention to these details to ensure a smooth and efficient draw.