



UNIFIED FIRE AUTHORITY

MEMORANDUM

25-171

Date October 1, 2025

TO: All Personnel
FROM: Bill Brass, Policy Analyst
SUBJECT: Rules, Policies and Procedures

In keeping with the practice of releasing new policies or policy revisions, the following policies or policy updates have been released for your review and acceptance. All policies may be found in PowerDMS.

The index will reflect the most current policies that have been approved and signed by the Chief and will be updated as policies are either updated or new policies are added.

Policies:

- **400-100 – Vacation and Holiday Scheduling** dated September 30, 2025, replaces policy dated January 26, 2024.
- **400-110 – Shift Trades** dated September 30, 2025, replaces policy dated June 10, 2020.
- **400-125 Rover Bid Policy** dated September 30, 2025, replaces policy dated December 5, 2023.
- **500- 070 Electronic Health Records** dated September 30, 2025, replaces policy dated August 24, 2023.
- **500-090 – Durable EMS Equipment** dated September 30, 2025, replaces former BioTech Equipment policy dated April 1, 2025.
- **900-230 – Sick Leave** dated September 30, 2025, replaces policy dated December 19, 2022.

A brief summary is provided below:

400-100 Vacation and Holiday Scheduling

- Beginning in 2026, vacation draw will open the first week of December (2026).
- Special vacation requests must be made 7 days in advance of the opening of vacation draw.
- Vacation draw will be reduced from 9 rounds to 6 rounds.

- When all six rounds have been completed, employees with remaining vacation days or banked days will be allowed to draw dates on a first come first served basis beginning January 1st.
- Previously banked vacation can be drawn throughout the year once vacation is opened up to all employees to manage their own leave.
- There will no longer be a waiting list for vacation days.
- Employees may remove their own drawn vacation days up to 10 days in advance of the drawn day. After that date an email will be required, and removal will only be allowed if there are vacation days available.
- **Note: This policy has many changes and all 24-hour operations firefighters are highly encouraged to thoroughly review the policy.**

400-110 Shift Trades

- May now be entered up to one hour prior to the beginning of a scheduled shift.
- If the trade has not been entered prior to the one hour before shift, the staffing number must be called to have the trade entered.
- Employees must contact the staffing office or BC for trade removals.

400-125 Rover Bid Policy

- Will now be conducted just once per year in March.

500-070 Electronic Health Records

- Added references to the policy.
- New definitions for *Health Information Exchange, Patient and Person*.
- 3.2.1. Any time an EKG is acquired (4-lead or 12-lead), the cardiac monitor file will be attached to the EHR.
- 3.2.1.1 If the monitor file is not attached, the crew will document the reason for not attaching the file to the record.

500-090 Durable EMS Equipment

- Name changed from BioTech Equipment
- New paragraph 9.0 details procedure to follow for equipment or device failures.

900-230 Sick Leave

- 3.3.1 and 3.3.2 details how 24-hour firefighter employees may now mark themselves off sick in Telestaff.
- New 3.7.1 explains how Telestaff works on accruals, thus preventing time to be taken off if not already earned.
- 3.7.1.1 Employees using Sick Leave Bank hours will need to contact the staffing office to have their time entered.