



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

25- 182

October 22, 2025

TO: All Personnel

FROM: Operations Chief Kay

SUBJECT: Vacation Draw 2026

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We are still several weeks away from vacation draw, but I want to provide some basic information regarding the process we will be using this year for vacation draw. The 2026 vacation draw will be held virtually through **Teams** on the following dates:

December 1	C Platoon
December 3	A Platoon
December 5	B Platoon

Captains will draw at 0800, Paramedics at 0900, Engineers at 1030, and Firefighters at 1130.

Please read the following information carefully and refer to policy 400-100 Vacation and Holiday Scheduling – Operations to understand changes from previous years.

Vacation draw will be held virtually for each rank on the dates and at the times listed. (meeting links to follow) At the start of the draw, the ground rules will be read to the group, and a roll call will be taken. The calendar showing the available days will be screen-shared and updated throughout the draw by the staffing office. Each employee, on their turn, will announce the days they are selecting, and the employee will select the days in Telestaff. The next person will then be able to select their days as outlined. If you are unable to attend, the staffing office will select your days and enter them into Telestaff. Email your desired days to Kalle Robertson [krobertson@unifiedfireut.gov](mailto:krobertson@unifiedfireut.gov) 24 hours before your scheduled time.

Everyone will participate in the first three rounds of the draw and are required to select six days. These first six days will be Holidays and are not eligible to turn in, trade with drawn vacation days, and are not eligible for vacation buy-back.

After the three rounds of holiday draw, there will be a brief break before we move into the vacation draw, which consists of three additional rounds. The most senior members who have completed their 16<sup>th</sup> year will draw in the 4<sup>th</sup> round. During The 5<sup>th</sup> round, the employees who have completed their

8<sup>th</sup> year will draw. In the 6<sup>th</sup> and final round, all employees are eligible to draw. This will conclude the vacation draw.

On January 1, 2026, vacation will be an “open book” in Telestaff. Throughout the year, employees with remaining accrued vacation time can log in and select available vacation days. The intent is not to have a second “vacation draw” on January 1. The intent is to provide more flexibility for the employees when planning and managing their leave. We are trying to get away from our employees having to plan their entire vacation leave a year in advance, but rather provide the opportunity to use vacation leave as things come up throughout the year. Employees should be diligent in tracking their accrued/used vacation days to avoid a “use or lose” scenario late in the 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 2026. For example, if you are a 5-year employee earning six vacation days in 2026 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.

Additional information will be provided at vacation draw. If you have further questions, consult your Battalion Chiefs.