



# UNIFIED FIRE AUTHORITY

## MEMORANDUM

25-205

November 25, 2025

TO: All Personnel

FROM: Captain Chad Simons

SUBJECT: Vacation Draw Procedure and Information

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As mentioned in Memo #25-182, Vacation Draw begins next week on December 1<sup>st</sup>, for C platoon. A platoon will follow on December 3<sup>rd</sup>, and B platoon will finish it out on December 5<sup>th</sup>.

The ranks will draw at the same start times on their respective platoon day.

Captains	0800
Paramedics	0900
Engineers	1030
Firefighters	1130

All participants will be expected to log in to Telestaff to conduct their own draw. Each person will need to select their dates, whether it be one (1) or two (2) days off for each round of drawing, up to round six (6). All participants must select at least six (6) days total. The first six (6) days drawn will be Holiday Leave days and are unchangeable for the remainder of 2026. Three (3) more rounds of vacation draw will follow. The teams link for the draw is here: [Vacation Draw Teams Mtg](#)

The same link will apply to all ranks and all three platoons.

To execute the draw, participants should log in to Telestaff and select the bidding tab at the top of the screen. When it is your turn, based on seniority, refresh your screen, choose your dates, and scroll to the bottom to click Save. This will complete your turn. The following person can then refresh their screen and make their selection.

The draw will conclude at the end of round six. Additional vacation days, if desired, will be available beginning on January 1, 2026, at 0900.