

Hopkins County



Fire Department

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Hopkins County vacation policy for 40-hour work weeks

- 1-10 years 3.07 hrs. per pay period x 26 pay periods = 79.82 (80) hours = 2 weeks
- 10 plus years 4.62 hrs. per pay period x 26 pay periods = 120.12 hours = (3 weeks)
- 40-hour work weeks employees get charged 8 hours for each day of vacation.
- This accrual rate allows the employees to get their 2 weeks of vacation in a fiscal year.

Currently the Fire Department works off the same policy as 40-hour work week employees.

- Fire Department works 53-hour work weeks
- 24 hours work schedule puts the shifts working 120 hours in 2 weeks, or 2/3 of the year and 96 hours the other 1/3 of the year.
- Currently the fire department gets charged 24 hours of vacation time per shift.
- Currently we only get 3.3 shifts a year. This doesn't allow the employees to receive his earned 2-week vacation time off per year.

Fire Department shift work (Proposed)

- Not changing the accrual rates but change how the fire department is being charged.
- Fire department works on a 53 plus hour work weeks
- Fire Department should be earning 106 hours of vacation, even at this rate it would cause the employee to be limited of what weeks they would be able to use their vacation without losing money.
- 2/3 of the year, they are working that 120 work weeks.
- 1/3 of the year 96 hours work weeks.
- Charged the same as 40 work week employees.

Recommendations

- Convert the fire department to a 16 hour per shift charge when taking time off. This would allow us to fit in the 40-hour accrual rates.
- It takes 5 shifts to get two weeks of vacation.
- $5 \times 16 = 80$ hours (2 Weeks)
- Any changes will also affect the way sick time and personal day are being charged.