

City	Contact	# of employees	Contact number	Does your organization have a fire department?	If yes, is your fire department volunteer/paid/combination?	Are your paid fire fighters on 24 hours shifts?	Do the paid employee accrue vacation/annual	If yes, how many hours do they accrue each month	When a firefighter request time off, is there a limit to the number of consecutive days they can request?	How does your organization address multiple requests for leave at the same time in the fire department?	Is there a policy addressing this situation?	What is your policy?
Springfield	Gina Holt	253	615.382.2200	Yes	Combination	Yes	Yes	Varies based on years of service	No	Based on staffing, leave request may be denied	No	Supervisors can deny leave based on staffing needs or other issues.
Mt. Juliet	Janet Southards	170	615.773.6290	Yes	Combination	Yes	Yes	8 hour for 1-6 years; 12 hours for 7-14 years; 16 hours for 15+ years not to exceed 432 hours (accrual cap per year	Yes	Preference will be given to the employee who submitted the request first. Leave is granted on a first come, first serve basis. If the absence of both employees would not interfere with the normal operation of the department, the DH has the option of allowing both.	Yes	Preference will be given to the employee who submitted the request first. Leave is granted on a first come, first serve basis. If the absence of both employees would not interfere with the normal operation of the department, the DH has the option of allowing both. Vacation leave may not be used for more than 3 consecutive weeks unless the employee is on FMLA leave.
Cookeville	Gail Fowler	425	931.520.5256	Yes	Paid	Yes	Yes	24 sick/14, 22, or 28 vacation based on years of service	No	Case by case basis.	No	Maintain minimum staffing requirements
Columbia	Connie Etzkin	387	931.560.1565	Yes	Paid	Yes	Yes	Based on length of service	No	Based on hire date	No	Operating procedures of the department
Brentwood	Michael Worsham	268	615.371.0060	Yes	Paid	No	Yes	8.5	Yes	Annual bid based on rank and seniority	Yes	Only allow three off at any given time
Jackson	Lynn Henning	731	731.425.8252	Yes	Paid	Yes	Yes	15	No	Supervisors will ensure that only one person per company takes scheduled leave during the same period.	Yes	Copy of the policy is available.
Chattanooga	Iris Neal	2,509	423.643.5616	Yes	Paid	Yes	Yes	City provide PTO and accrue differently	Yes	By rank	Yes	Copy of the policy is available.

Savannah	Bobby Matlock	90	731.925.3300	Yes	Paid	Yes	Yes	Fire fighters are paid monthly for vacation time that would accrue if they worked in another department. For example, a non-firefighter that has been employed for less than 8 years accrues 8 hours of vacation leave a month. Firefighters in the same category are paid for 8 hours a month. That rate goes up with years of service at 8 years (8.66 hrs) 9 years (9.33 hrs) 10 years (10 hrs) and maxes out at 19 years (13.33 hrs)	N/A	Because Firefighters do not earn/accrue vacation leave they must swap shifts with another firefighter in order to take off. The way their schedule works they get 10 scheduled days in a row off every three months for vacations, etc. They do earn 8 hours of sick time a month to use for sickness and/or doctors' appointments.	No	
Crossville	Leah Crockett	165	931.456.5681	Yes	Combination	Yes	Yes	13 hours per month; accrue 6 hours biweekly.	No	First come basis.	Yes	Employees must give their supervisor as much advance notice as possible. All requests for vacation leave should be submitted for approval to the immediate supervisor at least 24 hours in advance. The supervisor will take into consideration the requirements for maintaining adequate service in the department. Employee must receive approval of a request for leave before taking leave.
McMinnville	Jennifer Rigsby	159	931.473.1209	Yes	Paid	Yes	Yes	0-1 yrs - 5 hours, 1-4 yrs - 12 hours, 5-9 yrs - 14 hours, 10-15 yrs - 17 hours, 16-19 yrs - 19 hours, 20 + yrs 23 hours	Yes	2 off per shift	No	verbally known only 2 off per shift per day for vacation

Elizabethton	Angie Lyon	260	423.547.6248	Yes	Paid	Yes	Yes	8.84 hrs/mth: years 1-5; 9.72 hrs/mth: year 6; 10.6 hrs/mth: year 7; 11.49 hrs/mth: year 8; 12.37 hrs/mth: year 9 & 13.25 hrs/mth: years 10 and after.	No	Each member of the Fire Suppression gets 5 "priority" days per year that will be approved. Requests for the priority days are made at the beginning of the calendar year. In the event two or more employees on the same shift request the same day(s) seniority will be used for approval of leave until April 1st each year, after April 1st leave will be approved on first come first serve basis.	Yes	Policy previously stated.
Dyersburg	Sue Teague	260	731.288.7607	Yes	Paid	Yes	Yes	1 YR. -- 6 HRS/MO ACCRUAL; 2 YRS.- 10 HRS./MO; 10 YRS. - 16 HRS/MO; 20 YRS.20 HRS./MO	No	Based on seniority if too many request same days.		Not written
Bartlett	Ted Archdeacon	720	901.385.5515	Yes	Paid	Yes	Yes	Fire Department Employees earn 18 hours per month after six months of service; 27 hours per month after 10 years; and 36 hours per month after 20 years.	Yes	Preliminary scheduling of annual leave shall be done each year between January 1 and April 1. All employees should have equal opportunity for vacation periods that include a holiday (i.e. one member should not be allowed to be off every Christmas, unless others have had a chance) Otherwise longevity (length of full time service) should be the determining factor in scheduling priority. After April 1, requests for annual leave should be granted on a first come, first served basis.	Yes	See previous.
Lawrenceburg	Doug Edwards	135	931.762.4459	Yes	Combination	Yes	Yes	2 yrs or less: 10 hrs; 2-5 yrs: 20 hrs; 5-10 yrs: 30 hrs; 10+ years: 40 hrs	No	"must be scheduled in such a manner as to assure orderly operation and adequate and continuous service to the public. Department Managers have final authority on scheduling annual/vacation leave, subject to the grievance procedure."	Yes	See previous.

Cleveland	Jeff Davis	345	423.472.4551	Yes	Paid	Yes	Yes	0-1 yrs 4.67 hrs/month, 1-5 yrs 9.34 hrs, 5-10 yrs 14.00 hrs, 10-15 yrs 16.34 hrs, 15-20 yrs 18.67 hrs, 20+ yrs 23.34 hrs	N/A	Sonority	Yes	Policy available
Tullahoma	Casta Brice	153	931.455.2648	Yes	Paid	Yes	Yes	0-1 year - 6 hours; 1-5 years - 12 hours; 5-10 years - 15 hours; 10-15 years - 18 hours; 15+ years - 24 hours	Yes	At the beginning of the year, the Fire Captains can select 1-3 consecutive days then based on seniority fire personnel can select 1-3 consecutive days. The selection process starts over with the Captains who select another 1-3 day period and rotates through staff until all vacation is selected. No more than two can be off per shift. Ongoing vacation requests are based on seniority and staffing levels. Anyone who decides to not take a scheduled vacation has to provide a two week notice.	Yes	The limit for vacation time off is two weeks with the exception of FLMA leave or with approval of the City Administrator. The Fire Departments process is a variation of the City's policy that is based on seniority using an annual vacation schedule. The Fire Chief stated that their process has worked well within the department.