

Operating Guidelines

Section: Human Resources

Subject: Leave of Absence

Policy #: 313

Date Issued: August 3, 2010

Date Revised: October 3, 2017

Procedure

313.1

The Fire Department recognizes that, from time to time, Firefighters, due to a variety of personal reasons, may not be able to actively participate in the duties of a Firefighter. It is further recognized that this is a Volunteer Department and most members have other full-time careers and families that, from time to time, require the Firefighters' full attention. It is, however, critical that the Fire Chief is made aware when a Firefighter is not available for active duty. This permits him/her to adequately plan emergency responses and manpower. Firefighters are therefore encouraged to request a leave of absence when they are unavailable to attend training sessions or respond to calls for any period exceeding forty-five (45) days.

313.2

Upon request, a leave of absence will be granted by the Fire Chief for either medical or personal reasons. A leave of absence should be requested:

- when a Firefighter is out of town for business or vacation for an extended period of time
- when business/work or family obligations require the Firefighter's full attention
- or when a medical condition prevents full participation.

313.3

Firefighters, who request and receive a leave of absence, may do so without fear of reprisal. It will, in fact, be viewed positively, in that the individual has kept the Department informed and permitted adequate planning to occur.

313.4

A Firefighter wishing a LOA must make his/her request in writing, to the Fire Chief, outlining the reason for the leave, the length of the leave, including the date of departure, and the expected return date.

313.5

A written response from the Fire Chief will be given to the Firefighter, within ten (10) business days of receiving the request.

Responsibility

It is the responsibility of all Officers and firefighters to follow these policies and procedures should they need to take a leave of absence.