

Leave of Absence

Leave of Absence definition: A period of time that a probationary or active member requests to be excused from attending meetings and training sessions, taking call time or going on ambulance calls. Any member that will miss one month or more of any of the above duties shall submit a leave.

Requesting a Leave of Absence:

1. The member shall give a written or typed, signed request to the director a minimum of one meeting prior to the requested leave date. The request should include a reason for the absence, the dates requested and approximate return to service date.
2. The maximum allowable leave of absence from our service is 6 consecutive months. However, after three months or 90 days, the member will be terminated from the payroll system. Upon reinstatement of membership, the member will need to fill out the required paperwork for the payroll system. Any member, which does not return immediately after the maximum six-month leave will be terminated from the service.
3. The director shall review the request for approval and inform the membership at the next appropriate business meeting. The requested absence dates shall be recorded in the meeting minutes. All requests will go by a case by case basis with the director or officers.

Return of Equipment:

Any member requesting a Leave of Absence for more than 30 days (or one month), shall return all equipment back to the director. This includes pager, uniform, jumpsuit, jacket and portable radio if applicable. The equipment shall be reissued to the member after reinstatement to duty.

Probationary Members:

A probationary member may request a Leave of Absence during their probationary or transfer period, however their period shall stop at the requested leave date and begin again on the return to service date. The time the member is on a leave of absence will not be counted towards the probationary period.