

# Central Joint Fire District

## Standard Operating Procedure



*Central Joint Fire District*

**SUBJECT:** Request for Leave of Absence Form

**SOP Number:** 157

**Effective Date:** 4/7/92

**Revised Date:**

**Approved:**

**PURPOSE:** The purpose of this standard is to define the purpose of form F157 used by the Central Joint Fire District.

**SCOPE:** This standard applies to any member who wishes to request a Leave of Absence with the Central Joint Fire District in accordance with SOP 145.

**ENFORCEMENT:** Responsibility for adherence and enforcement of this standard shall rest with the Fire Chief and the President.

**APPLICATION:** Form F157 shall be completed whenever a member wishes to request a Leave of Absence with the Central Joint Fire District in accordance with SOP 145. The member initiating this form shall have the responsibility to ensure that the form is completed and submitted to the proper authority in a timely manner.