



# CENTRAL JOINT FIRE DISTRICT

## Standard Operating Procedure

SUBJECT: Leave of Absence

SOP Number: 145

Effective Date: 5/2/93

Revised Date:

Approved:

**PURPOSE:** The purpose of this standard is to define the procedures and reasons Leave of Absences shall be requested by personnel serving with the Central Joint Fire District.

**SCOPE:** This standard shall apply to all active personnel serving with the department.

**ENFORCEMENT:** The Fire Chief and/or all Officers shall be responsible for the enforcement of this standard to ensure the accountability of all active personnel serving with the department, the protection of life and property, and the good of the department.

### DEFINITIONS:

The Department - Central Joint Fire District Fire Department.

Normal Capacity - required level of attendance, required response to emergency incidents, required level of participation.

LOA - Leave of Absence

### APPLICATION:

#### 145.1 General

The purpose of a LOA shall be to allow active personnel serving with the department to sporadically participate in various department activities without becoming inactive, or becoming deficient with regards to attendance requirements. In effect, a LOA will excuse the personnel from training and meeting attendance over the specified period of time.

A LOA shall be formally requested by all active personnel serving with the department whenever said personnel is unable to function in his or her normal capacity within the department.

Unless otherwise noted, a LOA shall be requested at least two weeks prior to the time the leave is to begin. Form F157 shall be used to request a LOA. Form F157 shall be submitted to the individual's immediate superior officer as soon as possible.

## 145.2 Vacation

A LOA shall be granted to personnel intending to be on vacation for a period of time exceeding fourteen (14) consecutive days. It shall be at the discretion of the individual, whether or not the vacation is taken inside or outside of a reasonable response area. If the individual feels that he or she will not be available for duty during a scheduled vacation, a LOA shall be requested.

A LOA for vacation should be requested at least two weeks prior to the time the leave is to begin. Form F157 shall be used to request a LOA. Form F157 shall be submitted to the individual's immediate superior officer as soon as possible.

## 145.3 Illness

A LOA shall be granted to personnel who because of foreseen illness plans to be incapacitated for a period of time exceeding fourteen (14) consecutive days.

A LOA shall be granted to personnel who because of unforeseen illness is or was incapacitated for a period of time exceeding fourteen (14) consecutive days. Such LOA's can be granted after the incident has occurred.

A LOA for foreseen illness should be requested at least two weeks prior to the time the leave is to begin. Form F157 shall be used to request a LOA. Form F156 shall be submitted to the individual's immediate superior officer as soon as possible.

## 145.4 Military Duty

A LOA shall be granted to personnel who because of foreseen military obligation plans to be absent for a period of time exceeding fourteen (14) consecutive days.

A LOA shall be granted to personnel who because of unforeseen military obligation is or was absent for a period of time exceeding fourteen (14) consecutive days. Such LOA's can be granted after the absence has occurred.

A LOA for foreseen military obligation shall be requested at least two weeks prior to the time the leave is to begin. Form F157 shall be used to request a LOA. Form F157 shall be submitted to the individual's immediate superior officer as soon as possible.

## 145.5 School

A LOA shall be granted to personnel who intends to be attending school for a period of time exceeding fourteen (14) consecutive days, and such schooling may allow the individual to sporadically be available for duty. Additionally, such schooling must take place outside of a reasonable response distance.

A LOA for school shall be requested at least two weeks prior to the time the leave is to begin. Form F157 shall be used to request a leave of absence. Form F156 shall be submitted to the individual's immediate superior officer as soon as possible.

#### 145.6 Other

A LOA may be granted to personnel who for whatever reason not covered herein, intends to be unavailable for duty for a period of time exceeding fourteen (14) consecutive days. Approval or denial of the application shall be at the discretion of the Fire Chief.

A LOA for reasons not covered by this standard should be requested at least two weeks prior to the time the leave is to begin. Form F157 shall be used to request a leave of absence. Form F157 shall be submitted to the individual's immediate superior officer as soon as possible.

#### 145.7 Process

Whenever a LOA is required by an individual in accordance with this standard, the individual shall obtain form F157 from the individual's immediate superior officer. The individual shall completely and correctly fill out form F157 and submit it to his or her immediate superior officer.

The immediate superior officer shall forward form F157 to the Fire Chief for approval or denial. Denial shall result in the form being returned to the individual.

Approval shall result in notification of the individual by his or her immediate superior officer at which time the form shall become a permanent record in the individual's personnel file.

All issued equipment shall be returned to district during LOA.