

# Hauser Lake Fire Protection District

## Standard Operating Guideline Leave of Absence

Effective: 08/01/08

SOG 005

### LEAVE OF ABSENCE 5.00

- 5.01** During a member or employee's tenure, extenuating circumstances may require them to be gone from the Department for an extended period of time. Please use the following Guidelines to apply for leave:
- 5.02** Discuss the situation with either the Chief or Deputy Chief.
- 5.03** Submit a brief letter requesting the leave and giving dates and reasons (if personal, so state). This letter should be given to the Chief for his/her approval or denial.
- 5.04** Leave of absence will be granted for up to 90 days. Further request will be brought to the Officers for a recommendation to the Chief.
- 5.05** The person requesting Leave will be advised immediately of the Chief's decision. The decision and letter will be placed in their personnel folder.
- 5.06** Upon approval of leave, and the effective date arrives, the person requesting and granted leave may be required to turn in some of the Fire Department issued equipment for storage.
- 5.09** During a leave of absence, personnel are not expected to attend meetings, drills, or emergency scenes.
- 5.10** Should the personnel's situation improve or change and they wish to come back to duty, they will notify the Chief and advise when they wish to return to active duty.
- 5.11** The Chief has the final say in all leaves and re-instatements.