

ADOPTED: September 1, 2019

REVISED:

PURPOSE:

Jefferson Fire District understands a member may need an extended break from the organization for personal or professional reasons. A personal leave of absence can only be initiated by the member. Leave for medical reasons or disciplinary action do not apply to this Operational Guideline.

VOLUNTEER PERSONAL NON-DISCIPLINARY LEAVE OF ABSENCE

1. Volunteers who have been with the Jefferson Fire District for at least one (1) year and are off probation, may request a personal leave of absence for a reasonable period up to ninety (90) days. Requests for leave of absence will be considered on an individual basis and on the volunteer's length of service, performance, the reason for the request, and prior requests.
2. Requests must be submitted in writing and must be approved in writing by the Fire Chief before the leave begins. Requests for extensions of leave must be submitted in writing and approved in writing by the Fire Chief before the extended period of leave begins. It is the volunteer's responsibility to report to the District at the end of the approved leave. A volunteer who fails to report to the District after the leave of absence expires will be considered to have voluntarily resigned.

UNPAID NON-DISCIPLINARY LEAVE OF ABSENCE

1. For unpaid non-disciplinary leave of absence for employees see Board Policy 8.5, Section K

CONDITIONS WHILE ON LEAVE

1. Being on a leave of absence does not excuse the member from mandatory training that was required while on leave. It will be the members responsibility to obtain such training, on their own, after their leave period is concluded. The Fire District may allow a person on leave to attend mandatory training, but it must be pre-approved by the Fire Chief. The member must still be covered under the Fire District's insurances before pre-approval is considered. Required re-certification hours for EMS, CPR and/or DPSST do not reduce because a member is on a leave of absence. Failure to retain job required certifications will result in demotion or termination.
2. Items such as SCBA mask, portable radio, uniform items issued and owned by the Fire District and/or any other equipment issued will be returned to the Fire District during the leave period. Necessary items will be re-issued to the member upon their return.